

Colmers Farm Primary School

Leybrook Road
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Birmingham
B45 9PB

Executive Head Teacher: Mrs H. Pulley
Head of School: Mr J. Wright
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27th March, 2018.

Dear Parents / Carers,

At Colmers Farm Primary School, the attendance and punctuality of all children is a priority. Children with better attendance and punctuality achieve better than those for whom attendance and punctuality is a concern.

The gates to the school playground open at 8:30am. The doors to school are open between 8:35 and 8:45am. All children are expected to arrive in school during this 10 minute period. Once the doors close at 8:45am, children will need to be brought to the main entrance of school to ensure that they are accurately recorded as being in school.

On arrival at the main entrance a reason for late arrival will be requested by the office staff as the child will have been marked as absent when the register was taken. It is essential that we accurately record the reason for late arrival and we follow the Government guidance below:

“School attendance: Guidance for maintained schools, academies, independent schools and local authorities. November 2016.”

“The school should follow up any absences to:

- Ascertain the reason;*
- Ensure the proper safeguarding action is taken;*
- Identify whether the absence is approved or not; and,*
- Identify the correct code to use before entering it on to the school’s electronic register, or management information system which is used to download data to the School Census.”*

Office staff are directed by the Executive Head Teacher and other senior leaders to request the reason for late arrival and, in line with our Parent Behaviour Charter, we will not tolerate rudeness to staff. Parents that are rude to staff put themselves at risk of further action, such as warning letters or bans from the school site. All staff have the right to work without fear of intimidation and verbal abuse and we take all such matters seriously.

Should you require any support or advice regarding getting your child(ren) to school on time, please do not hesitate to contact Mr Wright or Mrs Wheale.

Yours Sincerely,

James Wright
Head of School

Emma Wheale.
Deputy Head Teacher