

West Monmouth School

Ysgol Gorllewin Mynwy



Believe Achieve Succeed Credu Cyflawni Llwyddo

WMS - a caring School

Headteacher/Prifathrawes: Emma Jordan B.A., P.G.C.E., MA(Ed), N.P.Q.H.

Date: 3rd of February, 2025

Dear Parent/ Carer,

We would like to thank all the pupils who regularly attend school on time for registration and to each lesson. We want to remind all parents of our procedures regarding punctuality at West Monmouth School.

At West Monmouth School registration starts at 8:25am every day. Pupils who arrive late are greatly disadvantaged because they miss starting the day with their peers and picking up important messages. Lost learning time due to lateness is obviously something that we want to avoid, to give every pupil the best opportunity to succeed. It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others. **Pupils should arrive at school for registration, no later than 08:25am every morning.**

In order for parents to be informed of their child's lateness to school, we will be sending out a daily message to parents to inform them. Pupils will also be expected to attend a Red Card detention at breaktime if arriving between 08:25am and 08:45am. Any pupil who arrives after 08:45am will be required to attend an after-school detention that day within the Ready to Learn room from 3:00pm – 3:30pm.

We are required to monitor pupil punctuality and attendance. Lateness, after the registers close at 09:15am, is classified as an unauthorised absence, and therefore will be coded using a U code. This means that your child will be marked with an unauthorised absence for that morning. High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service and/or trigger Fixed Penalty Notice procedures.

We recognise that there may be rare occasions when a pupil is unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us when your child will arrive. If you have any appointments arranged for your child, please contact Sally.Harry@wms.schoolsdu.org.uk to inform us. If you have any concerns regarding the punctuality or attendance of your child, please contact your child's Head of Learning.

Yours sincerely,

Mr C. Bragg

Attendance Lead

West Monmouth School, Pontypool NP4 5YG

Ysgol Gorllewin Mynwy, Pontypwl NP4 5YG

Tele/Ffon: 01495 767430

Email/Ebost: Head.WestMonmouthSchool@torfaen.gov.uk

Website: www.westmonmouthschool.com

Twitter: [@wms1898](https://twitter.com/wms1898)

