



# MANOR COURT Community Primary School

incorporating **Manor Court Early Years Centre**

A Member of Preston Primary Academy Trust

**Head Teacher** Mr L Talmage

**Deputy Head Teacher** Mr A Clode    **Assistant Head Teacher** Mrs G Terry

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Monday 10<sup>th</sup> November 2025

Dear Parents and Carers,

## **Punctuality – A Non-Negotiable Expectation**

We are writing to remind all families that punctuality is not optional — it is a legal and essential part of your child's education. Please be aware that parents and carers have a legal duty to ensure children attend school on time every day, unless they are unwell. Persistent lateness or failure to ensure punctual attendance will result in further action, including referrals to the Education Welfare Service.

The school gates open at 8:35am, and the school day begins promptly at 8:45am. By this time, all children should be in their classrooms and ready to learn. Any child arriving after 8:45am will be marked as late, and the time of arrival will be recorded in the school register which is a legal document.

Arriving late disrupts not only your child's learning but also the learning of others. Children who are late miss key parts of lessons and often find it harder to settle into the school routine. Regular lateness can have the same negative impact on progress as poor attendance.

We also remind parents that children should be collected promptly at the end of the school day. Being late to collect your child causes unnecessary distress and creates additional supervision issues for staff.

From Tuesday 11<sup>th</sup> November, we will be monitoring punctuality closely at the start and end of the school day. Families of children who are regularly late will be contacted to discuss the reasons and to agree an improvement plan.

We truly appreciate the efforts of the many parents who ensure their children arrive on time every day. Please support us by making punctuality a top priority — it sets the tone for your child's success in school and beyond.

Thank you for your cooperation.

Yours sincerely,

Mr Luke Talmage  
Headteacher

Mr Alan Clode  
Deputy Head & Inclusion Lead

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