



ST MARY'S RC PRIMARY SCHOOL

Victoria Road, Horwich, Bolton, BL6 6EP

☎01204 333625

Email: office@st-marys-horwich.bolton.sch.uk

Website: www.st-marys-horwich.bolton.sch.uk

Headteacher: Mrs D Hayes

4th September 2026

Dear Parents and Carers,

The Importance of Punctuality

At St Mary's, we are committed to ensuring that every child has the very best opportunity to succeed. A key part of this is arriving at school on time, every day.

Being punctual is about much more than simply arriving before the register closes. Children who arrive late miss important learning opportunities, morning routines, teacher instructions and social time with their classmates. The start of the school day is carefully planned to prepare children for learning, and even a few minutes of lost learning each day can quickly add up over the course of a term and school year.

The Department for Education's statutory guidance, *Working Together to Improve School Attendance*, makes clear that regular attendance and punctuality are essential to helping children achieve their full potential. Schools are expected to actively promote good attendance and address patterns of lateness as part of their responsibility to support pupils' education.

When children arrive after the start of the school day, they may miss:

- Essential phonics, reading or mathematics teaching.
- Important explanations and learning objectives.
- Opportunities to settle into the classroom and prepare for learning.
- Time to build friendships and develop positive routines.

Persistent lateness can affect a child's confidence, disrupt the learning of others and make it more difficult for them to achieve their best.

Recording Late Arrivals

As with attendance, all late arrivals are recorded on our school's register. This information forms part of your child's official attendance record.

From Monday 7th September if your child arrives late to school, we will be asking for a reason for their lateness. You will then receive an Arbor message on the same day to inform you that your child has been late to school. This message is particularly important for families whose children walk to school independently. We encourage parents and carers to regularly discuss the importance of leaving home in plenty of time and arriving promptly each morning. Developing good habits now helps children become responsible, independent learners and ensures they do not miss valuable teaching time.

We hope this information will help families understand how quickly small amounts of lateness accumulate over time.



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MUSIC MARK
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Supporting Children to Arrive on Time

We appreciate that occasional unforeseen circumstances can happen. However, we ask all families to make punctuality a priority and to establish morning routines that allow children to arrive at school before the start of the school day.

By working together, we can ensure every child starts each day ready to learn and benefits from every minute of their education.

Thank you for your continued support in helping your child achieve the very best at St Mary's .

Yours sincerely

Mrs Hayes

Headteacher



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