



Evercreech Church of England Primary School

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Headteacher: Mrs Sarah Hann BA (Hons) PGCE

8th June 2026

Dear Parents and Carers

At Evercreech CofE Primary we are committed to ensuring every child has the best possible opportunity to succeed. Good attendance and punctuality are essential parts of this.

We are currently working to improve punctuality across the school, as too many pupils are arriving late on a regular basis. Even arriving a few minutes late each day can result in significant lost learning over the course of the year, as well as disrupting the start of lessons for other children.

Our school gates open at **8.45am**, and pupils should be in class by **8.55am**. We offer a breakfast Club for all families from **7.45am** each morning to support families who need this.

A late mark will be applied for pupils who are more than 15 minutes late for registration at 8.55am i.e. from 9.10am.

Current school data shows:

- **13% of pupils have been late 10 or more times this year**
- **8% of pupils have been late 20 or more times this year**

We kindly ask all families to support us by ensuring that children arrive at school on time every day. Developing good punctuality habits now also helps prepare pupils for the expectations of secondary school, future education, and the workplace, where being on time is an important life skill.

What happens when punctuality becomes a concern?

- The school will contact parents to offer support such as work with a Parent Family Support Advisor, Mrs Beth Patton
- The school will arrange meetings to discuss barriers and next steps with Mrs Jefferies our Attendance Champion and Assistant Headteacher

We understand that some families may face genuine difficulties when supporting their child to arrive on time. If you require support with attendance or punctuality, please contact the school office so we can work together positively.

Thank you for your continued support in helping all children achieve their very best.

Yours sincerely,

Mrs Sarah Hann, Headteacher

