



## NFIS Punctuality Quick Guide for Parents

Children are expected to arrive on time for school in the morning. Your child is late to school if they are not in the playground by **8.55am**.

The school gates open at 8.40am and morning tasks are set for the children to complete, as well as opportunities to read to the class teacher. The gate closes at 8.55am, after this time, children are classed as late. Excellent attendance and punctuality are important if children are to benefit from everything school has to offer.

At dismissal times the gate opens at 3.05pm and closes at 3.25pm.

There are occasions when things can get stressful, things go wrong, or unforeseen circumstances can cause a family to be a few minutes late. However, our role as educators, in partnership with parents, is to also prepare pupils for the next step in their school careers and beyond. This means young people need to value the importance of being on time.

There is an enormous amount of published material on the benefits of being punctual, especially for school, and also relating to the implications of being late.

Being on time:

- Helps young people to be organised;
- Helps to build children's confidence
- Reduces stress and anxiety;
- Maintains and improves academic achievement;
- Helps young people to maintain their routine and focus;
- Enables children and adults to start the day settled, ready and relaxed;
- Is a sign of respect.
- Allows others (including school staff) to use their time wisely and efficiently.

Impact on pupils who are late:

- Arriving late can cause some pupils to feel very anxious as they go into the classroom by themselves once everyone else is settled, calm and working.
- Key learning time will be missed. Class teachers may have also planned to work with a child in an intervention group during registration time.
- Pupils may miss the all-important start of the first lesson. Without question, class teachers will then repeat their delivery to the late pupil which inevitably interrupts the flow of the lesson and the teacher's aims and ambitions for other pupils.

Learning time lost in extreme cases:



Helpful tips and guidance to improve punctuality:

- Be aware that on rainy days, there will be more traffic on the roads delaying journey times. Consider leaving the house 10-15 minutes earlier on these days.
- If children are oversleeping or getting up late, try putting them to bed an hour earlier each night for a week. Reduce screen time before bedtime by up to an hour.
- In terms of the recommended hours of sleep for young children:
  - 3–5-year-olds should be getting 10-13 hours each night;
  - 6–12-year-olds should be getting 9-12 hours each night (as recommended by Great Ormond Street Children’s Hospital)
- Uniforms, lunches, homework and bags could be organised the previous evening to save time in the morning.
- Establish morning routines to help children know what to do and in which order. This enables them to become more independent too. Visual prompts can help.
- Provide a motivation for leaving the house early in the mornings, e.g. scoot or cycle, walking with friends and family, etc.

Reach out to Miss Morgan if you would like us to signpost you to further information or external services to improve punctuality.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children’s attainment. I hope we can count on your support in this matter.