



SKEGNESS INFANT ACADEMY

Principal: Mrs R Pryme
Cavendish Road, Skegness, Lincs PE25 2QU

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@SkegnessInfant

22nd February 2018

Dear Parents/Carers of nursery children,

Nursery Late Arrivals/Collections

Unfortunately some children are continuing to arrive late to nursery and also be collected late from nursery. If a child is not being dropped off until after the sessions start each day, they are missing out on valuable learning time. If you regularly collect your child late from Nursery, you may be charged.

Please be reminded that: the morning session begins at 8:45am and finishes at 11:45am. And, the afternoon session begins at 12:15pm and finishes at 3:15pm.

The nursery is designed to prepare children for their transition into Foundation Stage Two. It is not designed to be a crèche. Parents/carers should drop off and collect their children at the set times.

During the nursery sessions children learn a variety of skills. These skills are then developed further, ultimately preparing them for when they enter Foundation Stage Two (reception). E.g. Maths and number work is covered when nursery starts at 8:45am and 12:15pm. If a child is not arriving until 9:00am (in the morning) or 12:30 (in the afternoon), they are missing out on 1 hour and 15 minutes of maths learning per week which may delay their understanding.

Staff members also have to leave their group teaching in order to come and open the gate for you!

If your child arrives late to school once they have started main school, you will be required to sign your child in. You will be asked to complete a form each time they are late stating the reason for lateness. If a child is persistently late, you may be invited into school to attend a SAP (School Attendance Panel) meeting with the Principal, Education Welfare Office, Family Key Worker and School Attendance Officer to discuss ways in which we can help and support you to arrive on time.

A reminder of the nursery attendance/lateness procedures are on the reverse of this letter.

Thank you for your continued support.

Yours Sincerely

Mrs Pryme

Mrs R. Pryme
Principal

One of the Greenwood Dale Foundation Trust Group of Academies





SKEGNESS INFANT ACADEMY

Nursery Attendance: Absences and Lateness



Nursery Timings:

Morning session: 8:45am - 11:45am

Afternoon session: 12:15 - 3:15pm

Full Time: 8:45am—3:15pm

Children should be in Nursery at these times ready to start learning!

Absences

We are legally required to monitor and record children's attendance, lateness, absences and the reasons why.

For absences please contact the office;

before 9:00am for children who attend the morning/full time session and before 12:00pm for children who attend the afternoon session. If we do not receive a reason why, this will be followed up with a letter from the school Attendance Officer.



Lateness

If you are late dropping off or collecting; please telephone or text the school office (Tel: 01754 762 059 / Text: 07738 755 727) and the gate on Brunswick Drive will be opened for you. If you are late collecting your child, this will be followed up with a letter from the school Attendance Officer.

Please note: If you regularly collect your child late from Nursery, you may be charged.

**Good attendance in Nursery leads to good attendance
in Reception and beyond!**

