



Springwell Park

5th January 2026

Dear Parent/Carer,

In School, On time, Ready to Shine

Welcome back and happy new year everyone.

We would just like to remind you about the importance of being in school every day on time. Every school day really does count. Children who come to school every day, on time, do better with their learning and develop stronger friendships.

If your child is absent from school a lot, their learning will be disrupted and it will be very difficult for them to catch up. Also, it will be more difficult for them to develop and maintain friendships. If your child is late, they are missing out on lots of learning that happens first thing in the morning such as phonics and maths. They will also be less prepared for the day ahead.

The school gates are open from 8.40am every day. The side door opposite the school field is open from 8.40am and your child will be able to come in and receive extra support with their learning.

From Tuesday 6th January, the school gate will be locked at 8.55am to ensure that children are in school and on time. If you are late, you will be required to go to bring your child to the school reception. If it is after 9.00am your child will be marked as late. If your child is persistently late you will be invited into school to discuss how we can support you with getting your child into school on time.

If your child's attendance is below 95%, we will be unable to authorise any further absences without medical evidence.

At Springwell, we are committed to working with you to support good attendance and punctuality. If you are experiencing any challenges that may affect your child's attendance, please let a member of the Pastoral Team know. We are always here to support you.

Yours sincerely

Mrs S Coyle
Assistant Headteacher
Springwell Park