The Good Shepherd Catholic Primary School

Kingsland Gardens, Kingsthorpe, Northampton, Northamptonshire, NN2 7BH

HEAD TEACHER Mrs Carmel Dodds **DEPUTY HEAD TEACHER** Mrs Dominique Hawkins

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Friday, 25 September 2026

Dear Parents and Carers,

As part of our commitment to ensuring that every child has the best possible opportunity to learn and succeed, we would like to inform you about the implementation of the **OLICAT Attendance Policy 2026-27 (attached)**, which will be in effect from Monday 28th September 2026.

Excellent attendance and punctuality are essential for children's learning, wellbeing and progress. The updated policy aligns with national expectations and supports our shared aim of ensuring that all pupils attend school regularly and on time.

New Morning Late Arrival Procedure

To improve safeguarding and ensure accurate attendance records, a new procedure will be in place for pupils arriving after the school gates have closed, 08:55.

If your child arrives late:

- A parent or carer must accompany them to the School Office.
- The parent/carer will be required to **sign the child in** and provide a **reason for the late arrival**.
- A **late slip** will then be issued, allowing the child to enter school and register safely.

New Afternoon Late Collection Procedure

To maintain accurate records and support pupil safeguarding at the end of the school day, a similar process will operate for late collections.

If you are collecting your child after 15:15, the end of the school day:

- You will need to go to the appropriate late collection point.
- A member of staff will ask you to **sign your child out** and record the reason for the late collection.
- A late collection slip will be provided.

Late Gate Locations

- **Lower School (Reception to Year 3)**
  Outside the Reception Class under the canopy.

- **Upper School (Year 4 to Year 6)**
  On the bench near the Forest School area.

Working Together

We appreciate that occasional unforeseen circumstances can arise. However, regular punctual attendance is extremely important. Arriving late can mean children miss important learning opportunities and disrupt the start of the school day for themselves and others.

We ask all families to support these new procedures and to ensure children arrive at school on time each day and are collected promptly at the end of the school day.

A reminder, if your child is going to be absent from school, you must call the school absence line and leave a voicemail each day of their absence. Please call 01604 714399 and select option1.

Thank you for your continued support in helping us provide the best possible education and safeguarding for all our pupils.

Yours sincerely,

Mrs C Dodds
Headteacher