

**BOURNE ABBEY CHURCH OF ENGLAND PRIMARY ACADEMY**

**CEO/Executive Headteacher: Mrs S J Moore.**

**Acting Head of School: Mr P Houghton**

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**Abbey Road  
Bourne**

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13<sup>th</sup> May 2024

Dear Parent/Carer

It is fantastic to see so many of our children arriving in good time ready to start their learning each day - thank you for your support in making this happen.

However, we thought it might be useful to remind you of the following important extracts from our Attendance Policy:

- The school day starts at **8.55am**, children are allowed to come straight into school after the gates open at **8.45am**. Gates will be closed at **9.00am** and any child arriving after that will have to enter school by the front entrance and sign the late register.
- Registers are marked by **9.10am** and your child will receive a late mark (L) if they are not in by that time.
- Registration closes at **9.30am** and if your child arrives at school after this time they will receive an unauthorised absence mark.
- The school day ends at **3.15pm**.

Please note that all gates will be locked prompt at **9.00am** in the morning and any parents/carers still on the playground will be asked to leave via the main office onto Abbey Road. Any children arriving once the gates are locked should be taken to the school office where parents/carers will complete the late register.

Please also note that gates will not be opened in the afternoon until **3.10 p.m.**

Thank you for your continued support.

Yours sincerely



Mr P Houghton  
Acting Head of School