



3rd September 2026

Dear Parents/Carers,

Attendance, Punctuality and Drop-off & Collection Procedures

As we begin the new academic year, I am writing to advise you of a number of changes we have made to our attendance, punctuality and collection procedures. These changes are now in effect and form part of our ongoing commitment to ensuring that every child has the best possible start to each school day and maximises every learning opportunity.

Rationale

Like many schools nationally, attendance has not returned to pre-pandemic levels. We continue to see an increase in both authorised and unauthorised absence, alongside a rise in persistent absence (attendance below 90%).

Excellent attendance and punctuality are essential if children are to achieve their full potential. Every lesson counts and arriving on time helps children settle quickly, begin learning with their peers and develop positive lifelong habits.

Our Approach

We will continue to work closely with families to:

- Promote excellent attendance and punctuality;
- Provide support, where needed;
- Reduce persistent absence;
- Ensure every child benefits from full-time education;
- Maintain high expectations for attendance across the school.

Attendance Expectations

Our expectations are:

- Good attendance and punctuality are expected from all pupils, including those in Reception who are below statutory school age.
- Teachers will take a greater role in monitoring attendance and following up concerns with families.
- Families of pupils who are persistently absent may receive an unannounced home visit to offer support and identify barriers to attendance.
- Requests for exceptional leave must be discussed in person with the Headteacher / Member of the Senior Leadership Team. Paper or online applications will no longer be accepted.
- We will continue to recognise and encourage good attendance, while placing greater emphasis on pupils understanding the importance of attending school every day and arriving on time.

New Drop-Off and Collection Arrangements

Please see the poster below for the updated morning drop-off, afternoon collection and gate closing times.





**Ruislip
Gardens
School**
PRIMARY SCHOOL

DROP OFF & COLLECTION

Please arrive on time every day

GROWING AND ACHIEVING TOGETHER





MORNING DROP OFF

Pupils must arrive in school by the drop off time.



EYFS
8:30am



Enter via
GATE 2



YEARS 1-6
8:35am
Bell will ring.



Enter via
GATE 1 or GATE 5
Walk to the playground.



GATES OPEN AT 8:25AM



AFTERNOON COLLECTION

Please arrive on time for collection.



EYFS
3:00pm



Collect from
GATE 2



YEARS 1-6
3:10pm



Collect from
BACK PLAYGROUND
Access via GATE 1 or GATE 5



MORNING GATES CLOSING TIMES

8:40am

Gates 1 & 2 close

8:45am

Drop Off Zone closes

8:50am

Gate 5 closes



LATE ARRIVAL?
Please come to the school office to sign your child in.



AFTERNOON GATES CLOSING TIMES

3:10pm

Gate 2 closes

3:20pm

Gates 1 and 5 close



CHILDREN COLLECTED LATE

Children collected late will need to be collected from the school office and a late pick up charge may apply.



Thank you for your support.

Late Collection Charges

To support the additional staffing required to supervise children after the end of the school day, a **late collection charge of £10 per 30 minutes (or part thereof)** may be applied where children are collected after the published collection arrangements have ended.

Working Together

We appreciate your continued support in helping us ensure every child arrives on time, attends regularly and is ready to learn each day.

If you have any questions, please do not hesitate to contact the school.

Yours faithfully,

N Bulpett

Miss N Bulpett
Headteacher