



West Acton Primary School, Noel Road, Acton. W3 0JL

[admin@west-acton.ealing.sch.uk](mailto:admin@west-acton.ealing.sch.uk) [www.westactonprimaryschool.org](http://www.westactonprimaryschool.org) Tel: - 020 8992 3144

Head Teacher: Miss K Kondo

23<sup>rd</sup> January 2026

Dear Parents/Carers,

Re: Punctuality – learning starts at 8.45am

Getting your child to school on time really matters		
If in a school year your child is late everyday	Your child would have lost approximately	Or they would have missed approximately
5 Minutes	3 days from school	16 lessons lost
10 Minutes	5 days from school	32 lessons lost
15 Minutes	8 days from school	48 lessons lost
20 Minutes	11 days from school	63 lessons lost
30 Minutes	16 days from school	95 lessons lost

I am writing to remind you of the importance of punctuality and to clarify the arrangements for the start of the school day.

Teaching, learning, and morning routines begin promptly at **8:40 a.m.**, which is why the school gates open at **8:30 a.m.** Pupils may arrive and line up between **8:30 a.m. and 8:44 a.m.**, ready to enter the classroom straight away at **8:45 a.m.**

If a pupil arrives at the gate at **8:44 a.m.**, they will just about get to class on time.

If they arrive at **8:45 a.m. or after – they are late.** This means that they must enter through the front of the school. This involves lining up and being signed in on the computer system, which inevitably means they miss the start of learning. This has a knock-on effect on their morning lessons and in many cases, the rest of the day and sadly it can affect their learning and well being.

The simplest way to avoid this is to aim to arrive **5–10 minutes earlier.** I am very aware that there can be challenges such as poor weather conditions and roadworks, particularly at this time of year. However, as these factors are ongoing, we ask that families plan ahead so that pupils are waiting to enter their classroom between **8:30 a.m. and 8:44 a.m.**, ready to begin learning calmly and in an orderly way at **8:45 a.m.**





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Repeated lateness also has a wider impact on the school. When pupils arrive late, members of the leadership, office and administrative teams are required to escort them to their classrooms. This disrupts the smooth running of the school and takes staff away from their roles in supporting learning and overseeing the school effectively.

We are proud of the strong, positive relationships we have with our families, and we understand that attendance and punctuality can sometimes be challenging. If punctuality is an ongoing concern for your family and you would like support, please do not hesitate to get in touch with us. We are always happy to work with you to find ways to help and will be contacting families who are repeatedly late.

Thank you for your continued support in ensuring that pupils start their school day on time and ready to learn.

Yours faithfully

**Miss Kondo**  
Headteacher

