



Ashbrook School

The High St, Two Mile Ash,
Milton Keynes MK8 8NA
Tel: 01908 561366

12th January 2026

Attendance and punctuality

Dear Parents and Carers,

We would like to remind all families of the importance of good attendance and punctuality. A prompt start to the school day helps children settle quickly and ensures they do not miss key learning.

We recognise that parking in the immediate area can be challenging at busy times. Arriving earlier increases the likelihood of finding a safe and suitable parking space and helps avoid the rush close to gate-closing time. Please can we remind you to park considerately, ensuring that you **do not block driveways, park in driveways, or on zigzag lines.**

The school gates open at **08:30** and close at **08:45**, providing a 15-minute window for drop-off. Pupils are expected to be in their class lines by **08:40**, ready to walk in with their class teacher. Please note that **arriving after 08:40 is considered late.** Foundation Stage children should continue to go directly to their classroom doors, where staff will be ready to welcome them.

To ensure that teachers can begin registration and learning promptly, any child arriving after **08:45** must be signed in at the school office. This process supports accurate attendance records and minimises disruption to the school day.

We are working to reduce the high volume of late arrivals and appreciate your support in helping us maintain a smooth and positive start for all pupils. Establishing consistent routines benefits children's confidence, wellbeing, and learning.

Kind regards,

Jamie Ainscow
Headteacher