



December 2022

Dear Parents/Carers,

In instances where students are frequently late to school, whole classes can be affected when a late arriving student enters the classroom. As a school, we want to assure you that we are making every effort to ensure that your child's learning is not unduly disrupted by the frequency of other students arriving late to lesson. Being punctual is an important life lesson.

From 5th January 2023, The Appleton School will be not be authorising any student who arrives late to school where we have not been informed by parents/carers beforehand a student will be late. If students are late due to traffic issues in the local area, severe weather disruption, medical appointments or coming into school later due to illness this will be authorised.

How we manage lateness:

- A 5 minute warning bell will ring at **8.35am** signaling students should start making their way to form.
- The school day starts at **8.40am** when students go to their form room where the register is taken.
- Students arriving after **8.45am** are required to come into school via student reception and sign in stating their reason for being late
- At **9.15am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site - 'U', but this will **not** count as a present mark, and it will mean they have an unauthorised absence
- We will contact parents/carers to inform them the student has been late to school.
- School staff will undertake a 'Late Gate' check, greeting late arrivals at the main entrance to the school.
- Sanctions are issued for lateness in line with our School's Behaviour Policy, these include a 20 minute detention with form tutor for being late once in a week and an hour after school on a Friday for being late 3 times in one week.

Unauthorised lateness could result in the school making a referral to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent late record, you will be asked to meet with Pastoral/Attendance team but you can approach us at any time if you are having difficulties getting your child to school on time. If you feel a meeting with our pastoral team or attendance officer would be beneficial to you and/or your child now, please do not hesitate to contact us.

Yours sincerely

Ms S Cox
Headteacher

Headteacher: Sarah Cox, BA (Hons)

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THE APPLETON SCHOOL

