



4th October 2024

Dear Parent/Carer,

We would like to thank you for your continued encouragement with your child/children's attendance. We know that conversations regarding the importance of attendance are taking place at home, as well as in school, and we appreciate how you are highlighting the importance of daily resilience.

We equally appreciate that you encourage your child/children to arrive to school each day on time. As staff, we further cite how punctuality to lessons is imperative for the students' individual learning, how it impacts on the entire learning environment in classroom and how it is crucial for safeguarding reasons.

Whilst the majority of our students arrive to school and lessons on time in an orderly and consistent manner, there are still a small group of students who are not prioritising their punctuality. Therefore, we have adapted our punctuality process to ensure that all students recognise that all of their timetabled sessions should be attended on time, with a strong learning urgency.

The new process, explained in Appendix A, now will involve a follow-up sanction for any unjustified lateness in the school day. This will include lateness to registration and/or lessons. Most of our students will see very little change, as they get to school and lessons on time, but moving forward, where students do not have a valid reason from a parent or staff member, a next day detention will be issued for lateness to sessions.

It is important to note that any student who has an unplanned late arrival to school, will only be able to access the building by our student reception. The back gates will be closed at 8.30am. If a detention is issued for lateness, parents will be informed of the next day detention and its length, via Arbor.

Students have had assemblies, led by myself, this week on the new process. As part of the assembly, we emphasised the importance of punctuality and how the majority of our students are demonstrating resilience and strong aspirations. We further emphasised how lateness can disrupt the flow of the learning for their fellow peers. Students have responded very well to these assemblies and have been a credit to you.

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Please do take some time to look through the details on Appendix A and do not hesitate to contact me via email if you have any queries. Please also remember though that we recognise sometimes lateness cannot be avoided in circumstances beyond a families control and we will account for this. Any students who has specific signing in procedures in place, will not have this changed as a result of this process.

Yours sincerely,



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