

Dear Parents / Carers,

Regular and punctual attendance is both a legal requirement and essential to ensure students maximise their educational opportunities. It enables them to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

The vast majority of our students arrive at school on time and we appreciate this. However, we have recently recorded an increasing number of students arriving at school after 8.45am particularly, in Year 10 and Year 11.

I would therefore like to use this opportunity to remind our students that they need to be **in tutor time by 8:45am** in the morning.

Students who arrive late are greatly disadvantaged because they either miss starting the day with their peers within tutor time, or miss out on having a prompt start to lessons. As a consequence, they are often missing key messages leading to confusion and unsettlement within school. It is therefore essential that students arrive at school on time to prevent disruption to their own learning and that of others.

Any late students will have their names taken along with a reason as to why they were late. We understand that there may be rare occasions when students are unavoidably late due to unforeseen circumstances, therefore we ask parents to notify the school of this either in writing or by telephone at the earliest possible convenience.

Where there is no valid reason, a student who arrives late to school, between 8.45-8.55am, will receive a C1 for lateness. If a student arrives after 8.55am, they will be issued with a C2 for lateness, which will result in a 20 minute after school detention. Where students are repeatedly late, they will be placed onto a punctuality report and parents will be contacted.

Finally, if you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment to speak to your child's Tutor or Head of Year.



Yours faithfully

Mr Brown  
Senior Lead - Attendance and Engagement