

4th October 2022

Re: School Attendance and Punctuality

Dear Parent/Carer,

There are many of you who bring your children to school on time every day and support them in maintaining excellent attendance. The importance of attendance and punctuality in structuring our daily lives must be instilled in our students. It is our responsibility as a school to teach children about the significance of these in order to prepare them for life as fully developed citizens in the twenty-first century. There is also compelling data that illustrate the correlation between the amount of academic progress a child makes and their percentage attendance at school.

The school day begins promptly at 8.45am. Our expectation is that students are in their classrooms and ready to engage in their learning by 8.40am. Arriving promptly makes sure that disruption to the learning is avoided, your child feels well prepared for the day, and they don't miss out on the personal development curriculum time. In order to work together with you to support your child in meeting this expectation, we will be implementing a revised system of consequences and communication with home in the event that students arrive late to school.

If your child arrives late to school, you will receive a text to inform you of this. They will be expected to stay behind at the end of the same school day for 20 minutes to catch up on their lost learning. Latecomers would be informed of this when they arrive at school, and it is their responsibility to ensure they attend the additional session at the end of the day. This will be between 3.00pm and 3.20pm, except for year 11 students on Tuesday, Wednesday and Thursday, for which this will take place between 4.00pm and 4.20pm. Failure to attend this session is a breach of the school's Behaviour Policy, therefore – should this happen, you will be informed by the school and your child will receive an internal exclusion in their last lesson session 5/6 the following day and complete the 20 minute detention too. This will also be the sanction for a repeated instance of lateness to school in the same two-week period. During time in the internal exclusion, students will be set work to complete.

If your child arrives late at school on another occasion during the same two-week period or refuses to stay after they have been placed in internal exclusion, we will be requesting for you to join us in meeting with your child. In this meeting, our attendance officer will discuss with you some strategies to support your child with their punctuality. In the interim period, whilst the meeting is arranged, your child will be spending their time internally excluded in school. We are dedicated to collaborating with you as parents and carers to instil in your child the best life skills and positive routines. You will be requested to meet with a member of our senior leadership team to discuss this if these sanctions do not have the desired effect. We are keen to work together with you to promote punctual attendance, but we also have a duty to do everything in our power to guarantee that our pupils arrive at school on time. If our full process of interventions have been unsuccessful and prosecutions are required, we will pursue this course of action.

Once again, I would like to thank those of you who put in effort every day to ensure your child is in school on time and ready to learn. We are grateful that you are as devoted to supporting your child's learning as we are.

Yours sincerely,



Mrs A Reynolds
Principal