



23 November 2018

Dear Parent or Carer

Re: Punctuality

We are writing to all parents/carers to emphasise the importance of your son/daughter arriving to school fully prepared and on time. Students must be on school site by **8:30am** for an **8:35am** prompt start. **The school gate closes at 8:35am for Safeguarding reasons.** Any student arriving after this time must enter through main reception and sign in as late with Mrs. James in the attendance office.

Students who arrive late are greatly disadvantaged, significantly hindering their own personal progress as well as causing disruption and compromising the learning of others which is unacceptable.

From **Monday 26 November** if your son/daughter is late to school they will automatically receive a 30 minute after school detention on the day they are late. We will notify you of their detainment through 'In touch'.

As a school we are required to monitor students' punctuality and attendance rigorously. Ongoing lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to the Education Act. Poor punctuality or attendance will result in a referral to the Attendance Improvement Officer (AIO) which could result in legal action being taken against you.

We understand that there may be rare occasions when your son/daughter is unavoidably late. On these occasions please make sure you contact the school to inform us when your son/daughter will arrive using our dedicated absence line (**01442 234195**).

If you are experiencing difficulties with punctuality and would like to discuss matters further please do not hesitate to contact me at school on (**01442 406020**).

Yours sincerely

Mr W. Hutchinson
Associate Assistant Headteacher

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