



22 September 2017

www.adeyfieldschool.org

Dear Parent or Carer

Re: Punctuality

We are writing to all families to emphasise the importance of your child arriving to school fully prepared and on time.

The school day starts at 8:35am prompt and students must be on site by 8.30am at the latest. Students who arrive late are greatly disadvantaged causing disruption to lessons as well as significantly hindering their own progress. It is also very important that students establish good routines and habits that will benefit them as they progress through different stages of their life. Being punctual is a life skill that they need to develop and establish when they are young.

From **Monday 25 September** if your child is late to school without a full explanation from home they will receive a 30 minute after school detention on a Wednesday. This will be extended to 60 minutes if they are late on more than one occasion. We will notify you of their detainment through 'In touch' or a telephone call.

As a school we are required to monitor students' punctuality and attendance rigorously. On-going 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 which could result in legal action being taken against you.

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

If you are experiencing difficulties with punctuality and would like to discuss it further please make an appointment to do so.

Yours sincerely

Mr D. Griggs
Assistant Headteacher

Look smart. Be polite. Work hard.

