



**Ready, Respectful, Resilient**  
Headteacher: Mrs T Price BA (Hons) MA Ed

9<sup>th</sup> January 2024

Dear Parents/carers,

Following on from my letter before Christmas we have now held an assembly with all students to set out our expectations regarding attendance and punctuality. We have seen an increasing number of students absent or late to school and this means they are missing vital learning time and social time.

If your child arrives late after the register has closed (**9.00am**) then they are classed as absent for the whole morning session. This week I will be holding an assembly with our pupils to advise that we will be monitoring attendance and, in particular, punctuality very closely. We will be acting in accordance with our attendance policy which clearly states that:-

**A pupil who arrives late:**

- **Before the register has closed will be marked as late, using the appropriate code**
- **After the register has closed will be marked as absent, using the appropriate code**
- **Students who arrive late are expected to sign in at the school office giving reasons for their lateness. We monitor lateness every day and will issue sanctions to those who are repeatedly late. Persistent lateness (over 20 times) may prompt a penalty notice being served.**

Punctuality and good attendance records are personal attributes which are valued throughout adult life and our job is to instil good habits into our students. If your child is arriving late without a valid reason they will be kept behind to make up for the lateness or will be issued behaviour points if this happens on three occasions. This will start week commencing January 8<sup>th</sup> 2024. We know that many leave the house in good time but are then going into the shop, calling for friends etc which makes them late.

We fully understand that there may occasionally be circumstances beyond your control that may impact on punctuality but these should be few and far between.

We will be messaging parents each morning to let you know if your child has arrived late to school. We hope that by working together we will reduce the high number of incidents we are currently seeing. We know that those students who attend school regularly and on-time achieve far greater academic success than those who don't. We are offering incentives and rewards for good attendance and will also be holding clinics and parent meetings to support families as we strive for improvement. In the meantime, if there is any support we can offer please do not hesitate to contact us.

Kind regards

Mrs T Price  
Headteacher