

10th November 2022

Dear Parent/ Guardian,

We consider punctuality to be a very important and an essential requirement to fully partake in school life, and also an important life lesson to be learnt for now and the future. All pupils are expected to be at school every day no later than 8:30am, and punctuality is monitored daily with consequences to follow for pupils that are regularly late.

Unfortunately, a small minority of our pupils are late to lessons on a regular basis, whilst the majority of pupils are excellent and punctual with their time keeping.

If a pupil is 'only' 5 minutes late to every lesson for a week, that would mean they have missed 150 minutes of education, which is the equivalent to 3 full lessons in a week. I'm sure you'd agree that this is unacceptable, and ultimately pupils are missing out on their learning, as well as arriving late to lessons and disrupting the flow of the lesson.

In the same manner those pupils that have a low attendance in school, are missing out on their education and 'pre-covid' attendance strategies are now back in place, which includes penalty notices & court action for regular non-attendees.

Therefore we will be taking the following steps to try and improve punctuality. Although it is the minority that are regularly late, we feel it is important to implement the following consistently for everyone.

- Raising awareness of the importance of good punctuality during morning tutor sessions and assemblies
- Monitoring punctuality in every lesson, with staff recording when a pupil is more than 5 minutes late to any lesson without a valid/authorised reason from another member of staff.
- Reminding pupils that they are not to use the toilets in between lessons, as this can become a popular 'socialising' area. If a pupil needs to use the toilet, they should attempt to go at break & lunch times, or go to the lesson first before asking permission to leave and use the toilet
- Consistent consequences for pupils that are regularly late(see below)

Consequences for regular lateness:

- If a pupil receives 3 or more 'lates' during a week, they will be required to stay until 4pm for one after school session. If a pupil receives 6 'lates' within a week, they will stay for two after school sessions and so on. We will notify parents of this.
- Regular lateness will require a parent/guardian meeting in school to discuss strategies for preventing further occurrences.

As parents & guardians, could you please talk to your child/ren about the above and remind them of the importance of good punctuality & excellent attendance.

Your support with the above is very much appreciated.

Yours Sincerely

Mark Bridgens

(Assistant Head)



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