

9 May 2018

Dear Parent / Carer

RE: Student Punctuality

As you will be aware, the Academy has recently made improving student punctuality to lessons a priority and has introduced a bell system in school. The impact of this bell system has been profound. The time that it now takes students to move between lessons has been reduced significantly and as a result, students are spending more time in lessons, with their teachers, learning.

An area of concern for us however, remains lateness to school on a morning. Form time can be one of the most important times of the day for our students. Form tutors take time to plan activities to support students 'Social, Moral, Spiritual and Cultural (SMSC)' understanding, as well as taking the time to speak with students 1:1 and in small groups about their successes and challenges from the previous days in school. Staff also deliver carefully planned assemblies to full year groups during this time, providing important messages and celebrating our school community. It is imperative that students are arriving on time to school in order to ensure that they do not miss this invaluable element of their education.

As a result of the number of students who are deliberately seeking to arrive in school after 8:30 am, the decision has been taken that **a same day break time detention will be issued to all students who arrive at school after the school entrance has closed. This system will come into effect on Monday, 14 May 2018.** Existing sanctions will still apply for repeated lateness to school. A negative comment will be issued on each day of lateness, with 3 late negative comments resulting in an after school detention and 5 and 8 triggering a day in Isolation.

If there is a genuine reason for the lateness, our Attendance Leader will consider the reason and make a decision as to whether or not to enforce the detention. This may involve a phone call home to confirm the reason for the lateness.

I hope that you will agree that punctuality is not only important for ensuring a full and broad education but also for developing good habits for later life.

Thank you for supporting the Academy in our drive to improve punctuality.

Yours faithfully,



Lorna Bradford
Assistant Principal (Attendance & Community)