



7 March 2024

Dear Parents/Carers,

Thank you for continuing to encourage your child to attend school on time, every day. Being in the 'right place at the right time' is one of our norms and is important both at school and in adulthood.

Any child who is late to school is greeted by a member of the pastoral team. We will discuss the reasons for their lateness and strategies to put in place to improve punctuality. Students who are repeatedly late will receive a detention. If your child is struggling with punctuality do please get in touch with their Form Tutor or Head of Year to discuss ways that we can reduce barriers.

To support our high expectations around punctuality we are changing the times our registers close in the morning. From Monday 11<sup>th</sup> March registers will close at 9am, except on a Thursday when they will close at 9.20am. Any child arriving after these times will be marked with a 'U' code, which means they arrived after the register closed and are recorded as absent for that session, with their attendance record being negatively affected.

We will continue to mark as late any child who arrives after 8.25am, or 8.45am on a Thursday. These are the times children are expected to be on the school site by. Children arriving after these times, but before the register closure times, will be marked using an 'L' code.

Thank you for your support.

Yours sincerely,

Mr Charlett  
Deputy Headteacher