

**Headteacher:** Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

RPE/RAB

5<sup>th</sup> May 2023

Dear Parents/Carers,

I am writing to inform you of our updated punctuality process for students who arrive late to the academy. As of **Tuesday 9<sup>th</sup> May**, students who arrive late to the academy will be given a lunch time detention. Students who receive this late detention will still be able to purchase food from the academy dining facilities and go to the toilet. Please can I ask you encourage and support your child attending the academy on time. If a student is late more than 3 times in a half term they will have an extended day in our reflection room until 4pm followed by a parental meeting.

Students are expected to be in school at 8.25am and in form time no later than 8.30am. Students arriving after this time; will be marked late and will receive a detention as set out above. As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and the Local Authority may prosecute parents if late arrival is not resolved.

Poor punctuality can have an impact on a student's learning as set out below:

<b>Minutes late per day during the academy year</b>	<b>Equals days' worth of <u>teaching lost in a year</u></b>
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

Poor punctuality can lead to your child:

- Feeling embarrassed in front of their friends
- Missing important PHSE sessions
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future

Thank you for your ongoing support.

Yours sincerely

Mr R Pearce  
Assistant Headteacher