

May 2021

Parent/Carers of Y7, Y10 & Y11 Students



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Headteacher: Mrs R Smith

Dear Parent/Carer

I am writing to let you know that I have some concerns about your child's punctuality in relation to school attendance. Being late so frequently means that your child is missing valuable learning time and is in danger of falling behind.

We value punctuality for a number of reasons: it ensures that lessons start on the most positive footing, it avoids classroom disruption and it minimises wasted time for both students and teaching staff.

Your child should arrive to school by **8:55am** to ensure they are in class when lessons begin at **9:00am**.

If your child arrives late to school or to lessons during the day, they will receive an automatic **10 minute detention** that day. If your child arrives to school persistently late, they may receive further sanctions. You can check your child's attendance and punctuality by using the Class Charts App.

**Further lateness may result in you being served with a Penalty Notice or a summons to court. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.**

If you have any concerns regarding your child getting to school on time, please do not hesitate to contact me or the year team.

Yours faithfully

A handwritten signature in black ink that reads "V Young".

Miss V Young  
**Attendance & Welfare Manager**