

Friday 13<sup>th</sup> October 2023

Dear Parent / Guardian

### **Punctuality**

In order for your child to get the very best out of their education, it's important that they're punctual to school and come into school as soon as they arrive. There is a growing trend of students arriving either late, or on time but refuse to come in until after registrations close. Typically the students that refuse to come into school despite arriving on time or those that arrive late; miss breakfast, find it harder to settle in school, miss out on learning and disrupt the learning of others.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance and punctuality throughout the year is essential for their success and fulfilment. With that in mind, by arriving late or deciding to stay outside of school until after registers close, students are missing out on valuable learning and regulation time.

In an effort to improve punctuality, students that persistently arrive late and/or choose not to come into school despite arriving at school on time, will face a logical consequence of catching up with any missed learning at the end of the school day. This will be for a maximum of 15 minutes unless previously agreed with yourselves prior to the end of the school day. The logical consequence of catching up with any missed work, is far from designed as a punishment but as a measure to improve punctuality, relationships and prepare them for their next steps in their education and life.

We acknowledge that each family's circumstances are different and we aim to work with parents/carers to provide the best education for every child; however, if you would like to discuss this letter further, please don't hesitate to contact me at school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S Cooper', written in a cursive style.

Mr S Cooper

Head of Centre – Sevenhills Academy