

Thursday, 27 June 2024

Dear Parent/Carer

**RE: PUNCTUALITY**

Punctuality to School is important for many reasons, for example:

1. **Registration notices and activities are crucial to student progress.** When students are late, they miss important instructions and information.
2. **Lateness disrupts the learning of other students.** Arriving late breaks the flow of explanations and makes it difficult for other students to concentrate.
3. **Developing positive routines at School are essential for students' success in later life.**

Most of our students arrive to School on time. However, a minority of students regularly choose to arrive late to registration. Analysis of our attendance data shows that:

- 10% of our students account for 46% of all late arrivals
- 25% of our students account for 68% of all late arrivals
- the biggest proportion of late arrivals are students who pass through the gate before 08:30 but fail to be on time for registration.

Therefore, to address this disruptive behaviour, the following procedures will be introduced on **Monday 08 July, 2024:**

1. Students will be expected to arrive on site before **08:25**
2. The Main Gate will close promptly at **08:25**
3. Should students arrive after 08.25 they will receive a **45-minute detention on the same day** in the Main Hall
4. Parents will be contacted by text to inform them of the detention
5. Students who fail to complete the detention will be internally suspended.

Please consider the following to support your child to arrive promptly:

- **How long it typically takes them to walk the distance to School and what time they leave home**
- **Whether it is necessary to take public transport.** As shown by the map overleaf, the vast majority of our students live within a two-mile radius of the School. Traffic conditions in the local area are always difficult in the morning and therefore, it is advisable to walk. Walking two miles should take your child about 35 minutes, at a leisurely pace.
- **The routines your child has in place.** Meeting friends or visiting the local shops in the morning will add to their journey time and risk lateness. Packing their school bag and completing any homework due the night before will also help to ensure a smooth start to the day.

I hope you appreciate the rationale behind these sanctions; ultimately, we want all students to learn in an environment free from distractions so they can learn effectively and succeed in the future.

If you have any queries or concerns, please do not hesitate to contact the School. Thank you for your continued support.

Yours faithfully

M O'Hagan  
Deputy Headteacher

**35 MINUTES = WALK 2 MILES**

