

5th June 2018

Dear Parents/Carers,

Re: A change in the way lateness to the academy is recorded and dealt with

Students who arrive late to the academy (after 8.40 am but before 9.15 pm) receive a detention from tutors and Pastoral Leaders to make up their time. In addition to this, as of 11th June students arriving late after 9.15am will be marked as an 'unauthorised absence'. The only exceptions to this would be if we received a call from parents giving a legitimate reason for the lateness, for example, a doctor's appointment.

This is a requirement that has been set out by the Local Authority which we fully support; all aimed at getting students into good habits of punctuality and excellent attendance.

You need to be aware that if a student has 10 of these 'unauthorised absences' (coded U on SIMS), you will receive a warning notice from Mrs Cooke, The Educational Welfare Officer. This could result in a fine.

We will work with families and students to support them getting into the academy but there can be no excuses for being persistently late. We want to help prevent parents from receiving fines, it is very important that all students arrive at the academy on time by 8.40am ready for the day to begin at 8.45am.

Young people should arrive to the academy on time each day as excellent levels of punctuality are important in all walks of life. Prospects will increase dramatically with a good record of attendance and punctuality throughout a young person's time at school.

Please understand that the occasional late, with a legitimate reason, as long as we are informed, will not put any parent at risk of a penalty. If there is anything you are unclear about then please contact me or arrange an appointment to see me.

Yours sincerely,



Ms Glackin
Attendance Intervention Manager