

26 February 2024

Dear Parent/Carer

### Re. Punctuality at School

As part of our ongoing drive to ensure that all our students attend well and attend school/lessons on time I would like to inform parents of additional measures being put in place at school.

Whilst the vast majority of students routinely arrive at tutor time and lessons on time a small group fail, from time to time, to attend school and/or lessons on time. This can lead to these students missing valuable learning time. This may be the lesson 'starter' (do now) or a key input from a teacher which then leads to learning gaps or difficulties later on.

As you will be aware, we use ClassCharts to record and share attendance and behaviour data. When a student is late to school, tutor time and/or an individual lesson staff have been asked to log this via ClassCharts. This allows you, as parents/carers to see patterns of behaviour and punctuality easily (please note that all attendance data can only be viewed retrospectively). If a student receives three or more late marks via ClassCharts in one school week they will be issued with a 60 minute after school detention.

Please take time to use ClassCharts to review and discuss your child's attendance and punctuality data and help us to ensure, as applicable, that they attend well and attend school and all lessons on time each day.

Yours sincerely



Mr Jon Wilburn  
Deputy Headteacher