

08/09/2023

Dear Parent/Carer,

Punctuality in School

The school, governing body, OFSTED and DFE place great store on pupils being punctual to school and to lessons. Lack of punctuality affects learning and behaviour not only of the pupil who is late, but it has an impact on all other learners, as the teacher is required to recap on missing learning for those who arrive late.

Punctuality is also a key workplace skill that must be learnt at school and adhered to. Employees who are regularly late to work may lose their jobs. In the workplace you cannot arrive at the start time, you must be in the workplace prior to the start time and ready at your desk or work station for the official start time.

Here at Sewell Park Academy our expectation is that pupils are at their Period 1 lesson meeting point at 8.30am. Therefore, those pupils who enter our gates after 8.30am (without a valid reason) are deemed late and the below procedures will be followed. After 9am, students will have to speak with reception staff and they will be marked as "U", which is unauthorised absence and can lead to a fixed penalty notice.

- ▶ If they are late to school with no valid reason, they will have to complete learning catch up at the end of the day from between 20 minutes and 60 minutes depending on how late they were
- ▶ If they are late 3 times in a fortnight then parents will be invited to a discussion with a member of the Leadership Team.
- ▶ If they continue to be late, then parents will be invited for a discussion with the Headteacher and a Governor.

Please support us in ensuring your child arrives on time and in the correct uniform ready to work hard.

If you wish to discuss anything further, please contact the Attendance Office on 01603 779990.

Yours sincerely

Mr R. Moore
Assistant Headteacher i/c Attendance