

1st September 2025

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 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.

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in their Tutor Group lineup by 08:30 when school begins

The school register will be taken at 08:30. Pupils arriving between 0830 and 0840 will need to enter via the late gate (near the nursery) and give a reason to the staff member on the gate. All pupils arriving after 0840 are required to report to the main office, who will be expected to sign in using the electronic sign in and provide a reason for their absence. If their arrival is before 09:00 it will be recorded as 'late' - L code (Late before the close of register). The school register will officially close at 09:00. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings.

- If they are late to school with no valid reason, after 09:00, they will need to complete a lunchtime learning catchup for 30 minutes
- If they are late to school with no valid reason, 3 times before 09:00, they will need to complete a learning catchup after school for 1 hour
- If they are late after 09:00 6 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,

Richard Moore
Assistant Headteacher
Sewell Park Academy,