



Diocese of St. Albans



April 2022

Dear Parents/Carers

Re: Punctuality to School and lessons

Good attendance and punctuality underpin a good education. If students are not at school or miss parts of lessons, they cannot successfully access the curriculum. Punctuality is an important part of self-discipline and is core to good time management. Both attendance and punctuality reflect a person's personal standards as well as their respect for others.

The vast majority of our students have good attendance and are able to meet our expectation of arriving to school on time – these students are rewarded regularly, especially in the end-of-term celebration assemblies.

As a reminder of our expectations: all students are expected to be in their tutor room at 8.25am. In order to achieve this, I advise students to arrive at school by 8:15am. Any student who arrives after 8:25am is marked late in the register and receives a 30-minutes same day detention. Any student who arrives after 8:40am, needs to sign in at the student entrance office, is marked late in the register, and receives a 60-minutes same day detention.

Punctuality is a priority focus this term. We have made some changes to support punctuality; such as a 'bell' at the end of a lesson, digital clocks visible around the school and increased staff presence at key transition times. We have now introduced an additional C3 30-minutes same day detention for lateness to lessons. If your child arrives to lesson after the teacher has greeted the class inside the classroom, your child will receive a 30-minutes same day detention. Minutes late to lesson will be logged. Students who accrue 15 minutes or more lateness in a week, will receive a 2-hour SLT detention. Please support your child to be successful this term by discussing the importance of punctuality with them and encouraging them to discuss any concerns with their Form Tutor or Year Lead.

If your child is late for any reason, you will receive a text message notifying you that they will have a detention on the same day. If your child receives the detention after 1:20pm, the detention is rolled over to the next day to allow parents/carers sufficient time to arrange transport. Persistent lateness will result in a meeting with parents/carers. A failure to attend detentions will result in further sanctions with senior staff.

Late after the registers have closed is also classified as an unauthorised absence. Unauthorised absences can result in a referral to Hertfordshire County Council and could result in legal action being taken against you. Parents/carers have a duty to ensure their child's regular attendance at school, and failure to do so is an offence under Section 444(1) of the Education Act 1996.

WE BELIEVE EVERYONE IS EQUAL: EVERYONE DESERVES THE BEST

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Headteacher: Mr Nicholas Simms B.Sc. (Hons), NPQH

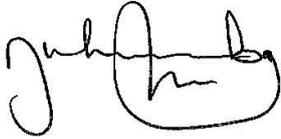
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We must remind you of your duty, as part of the home school agreement, to tell us if there are any circumstances which might be adversely affecting your child's education. We also ask that evidence is provided as proof of medical appointments, if these are likely to impact on punctuality.

We would like to work with you to ensure that your child is on time for school every day. If you feel there are issues which are preventing them from attending school on time, please contact your child's Year Lead.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Cedric Lakole', written in a cursive style.

Cedric Lakole
Deputy Headteacher

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