24 September 2018

Dear Parent(s)/Guardian(s)

Excellent attendance and punctuality are the foundation to academic achievement. We have high expectations of all pupils in all aspects of school life and I am sure you will agree attendance and punctuality is of utmost importance and necessary preparation for future employment.

Your child may have excellent attendance and punctuality; for that we commend and encourage him/her to continue. Thank you for your support.

To support those who struggle with attendance and punctuality, we will introduce new procedures;

**Attendance**

* When your child reaches 95% attendance you will receive a letter encouraging your support to ensure this improves.
* If it continues to fall to 90% you will receive a further letter from the Head of Year to invite you to a meeting to discuss attendance.
* Should it continue to fall to 85% you will receive a letter from Mr Russell (Senior teacher in charge of Guidance and Support) to inform you that the matter will be referred to Education Welfare.

**Punctuality**

* School starts at 8.55am, pupils who arrive **after 8.55 am** will be recorded as late, apart from those travelling on late buses.
* On the first occasion of 2 late mornings, we will adopt a restorative approach, where your child will be met to ascertain the cause of lateness and support provided.
* After this, however 2 late mornings in one week will result in an after school detention on **Thursday of that week.**
* **The week will run from Thursday to Wednesday so that pupils for detention will be informed on Wednesday evening and you will be informed through a slip in their diary and a text message.**
* If your child fails to attend Thursday detention without consulting their Head of Year a further consequence will be issued.

We appreciate that children and families are different and at times unforeseen circumstances can arise, which will result in lateness and/or absence. We will endeavour to take these into account.

If you would like to discuss this matter further, please contact your child’s Head of Year.

Yours faithfully



Mrs K Crilly

Principal