



28th April 2017

Dear Parents/Carers,

PUNCTUALITY TO SCHOOL

As you are aware, punctuality to school is very important. Students must be in school by 8.30am at the latest so that they are ready and prepared for their day of learning.

Unfortunately, we do have a small group of students who regularly come late to school. In order to promote high levels of punctuality, and to clarify the school's response to punctuality issues, the following arrangements will take effect from **Monday 8th May 2017**.

- **Pupils who are late to school will complete a lunchtime detention or, if they are in Year 7 or 8, community service.**
- **Pupils who are late two or more times in a week will complete a late detention on Friday of the same week until 5.00pm. You will receive a text from the school by lunchtime should your child have a detention that day. Please ensure the school has your up to date contact number.**

In addition to the above, the following **staged sanctions** will apply to deal with punctuality issues:

| STUDENTS WITH... | ACTION |
|-------------------------|-----------------------------------------------------------------------------------------|
| 5 or more lates | Level 1 Warning Letter |
| 10 or more lates | Level 2 Warning Letter and Meeting with Head of Year / School Attendance Officer |
| 15 or more lates | Level 3 Warning Letter and Meeting with Assistant Headteacher |
| 20 or more lates | Referral to Hackney Education Welfare Service |

We are sure that you are fully behind the school in our goal to maintain excellent levels of punctuality and thank you in advance for your support.

Please do not hesitate to contact the school if you have any queries.

Yours sincerely,

Ms P Whyte
Deputy Headteacher – Behaviour & Outcomes

