



24<sup>th</sup> September 2018

Dear Parents/Carers,

### **PUNCTUALITY TO SCHOOL**

As you are aware, punctuality to school is very important. Students must be in school by **8.30am** every morning so that they are ready and prepared for their day of learning. **Students arriving after 8.30am will be marked as late.**

Please bear in the arrangements below regarding students who are late to school:

- **Pupils who are late to school will complete a 30-minute after school detention on the day they are late or, if they are in Year 7 or 8, community service at lunchtime.**
- **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 most recent contact number.**

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

<b>STUDENTS WITH...</b>	<b>ACTION</b>
<b>5 or more lates</b>	<b>Level 1 Warning Letter and Headteacher's Detention.</b>
<b>10 or more lates</b>	<b>Level 2 Warning Letter and Saturday Detention.</b>
<b>15 or more lates</b>	<b>Level 3 Warning Letter and further sanction and/or intervention as determined by school.</b>

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. Your child must arrive to school by 8.30am fully equipped and in the correct school uniform. No outdoor coats are permitted except the Cardinal Pole school coat.

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

Yours sincerely,

Mr P McEvoy  
**Assistant Headteacher - Attendance**