



Cardinal Pole Catholic School

Cardinal Pole Catholic School
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5th January 2022

Dear Parent/Carer,

NOTIFICATION OF PROCEDURES FOR LATENESS TO SCHOOL FROM WEDNESDAY 5TH JANUARY 2022

To give your child complete clarity in regards to expectations around arriving to school on time, the school gate on Ponsford Street will be closed at **8.30am everyday**. This gives time for all students who arrive to make it to their form class by registration time at **8.35am**.

Students who do not arrive at this time will be signed in as late at the front entrance. The sanction for being late to school will be the immediate loss of their break time on the day and if more than one late detention is set in the same week, the student will be referred to the two hour late detention on a Thursday.

Any student who arrives after **9am** and whose parents/carers have not contacted the school to provide a reason for the lateness, this will be sanctioned for truancy.

Poor punctuality undermines standards and school life and can be a barrier to progressing to Post 16 education and making the most of the opportunities we provide as a school both inside and outside the classroom.

Thank you for your support in maintaining and improving standards as we move forward into the new term.

Yours sincerely,

Mr O'Donoghue
Associate Deputy Headteacher