

Good afternoon,

I am writing to inform you of an update to how we will be addressing student lateness from the start of next half term.

Punctuality is a key part of good attendance and has a direct impact on students' learning and progress. Following a review of our data, we are introducing a more structured and consistent approach to help improve this further.

This approach will:

- Set clear expectations for punctuality
- Ensure lateness is addressed consistently across the school
- Provide early support where concerns begin to emerge
- Increase support for students where lateness continues

Students' lateness will be monitored across each half term, starting from three late marks. If a student continues to be late, they will move through a series of stages where additional support will be put in place.

Importantly, lateness counts will reset at the start of each half term. This gives students a fresh start and the opportunity to improve, helping them build positive habits over time.

We will be trialling this system next half term and will review it ahead of the next academic year.

Thank you for your continued support in helping your child arrive at school on time and ready to learn.

Kind regards,

Miss Zolna