

Acle Academy
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Principal: Mrs Helen Watts



20 April 2018

Dear Parent/Carer

Re: Punctuality at Acle Academy

Students are legally required to be registered for both the morning and afternoon sessions of school.

We believe at Acle Academy that promoting punctuality is clearly in line with the ethos of the school and is an important life skill. Following a review of our late procedures we are aware that a number of students do not see punctuality to registration and lessons as being of great importance.

If students are late then they run the risk of:

- Missing a legal registration mark by being marked absent when in fact they are present. This causes unnecessary work for the staff and potentially distress for parents when they are contacted about unexplained absence.
- Reduced overall attendance percentage potentially leading to sanctions;
- Missing out on important information provided by Form Tutors and Class teachers;
- Disrupting the learning environment of other pupils.

Students are required to be in school when the morning bell goes at 8.55 am and in afternoon lessons as soon as the bell goes at 1.25 pm.

There may be justifiable reasons why your child is going to be late for school e.g. a medical appointment, and we would ask that you make the office or the attendance office aware of these reasons at the earliest opportunity.

Obviously authorisation for lateness will be considered on an individual basis, however running late or missing the bus are just 2 examples of reasons that would not be authorised.

The following procedure will be implemented from **Monday 23rd April** in relation to all students arriving late to morning or afternoon registration, without authorisation.

Step 1

Step 2

Step 3

Should a student be late three times with a 3 week period a formal letter will be sent home and parents will be invited in for a meeting where an action plan will be put in place. If there continues to be no improvement then parents will be requested to attend a meeting with Governors and students will be expected to attend a detention on the next available inset day.

Should you have any queries in connection with the above please do not hesitate to contact either myself or Mrs Greenwood in the Attendance Office.

We very much hope that we will, with your ongoing support, see an improvement in punctuality at Acle Academy and consequently the learning environment of the school for all students.

Yours sincerely



Mr Nic Bliss
Assistant Principal