

# STRATTON UPPER SCHOOL



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RH/NR

8<sup>th</sup> February 2018

Dear Parents/Carers

## PUNCTUALITY AND ATTENDANCE

Before we break for half term, I would like to remind all students and their parents/carers of the attendance policy and the importance of being on time at the start of the morning and afternoon sessions and also to lessons. The start of school and lessons is used to give out instructions and organise work. If your child is late they miss time with their tutor, important assemblies and getting vital information. Lateness to lessons causes disruption to learning for others, and it can be embarrassing leading to possible further absence.

- The school day begins at 8:45 am and all students are expected to be in school at this time. Students arriving after this time are recorded as late. Morning registration closes at 9:30 am. Arrival after the close of registration will be marked as unauthorised absence and coded U in line with the Department for Education guidance. This mark shows them to be on site, but is legally recorded as an unauthorised absence for the morning session.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- If a student is late due to a medical appointment, they will receive an authorised absence, coded M. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

**All students have been reminded of their responsibility to be punctual and from Monday 19<sup>th</sup> February, students arriving late to school will be required to attend a detention at lunchtime the same day. Students who fail to attend a lunchtime detention for lateness will be referred to a one hour after school detention on Friday.** Parents/carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school to discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 12-week period, the school may ask Central Bedfordshire Council to issue parents with a Penalty Notice.

Please see the school website for full details of the Attendance policy and if you are in any doubt please contact the school for further clarification. We know that the vast majority of parents want to support the attendance policy and we thank you for your continued cooperation.

I wish all families a pleasant half term and look forward to welcoming all students back to school on Monday 19<sup>th</sup> February.

Yours faithfully

Roz Hodges  
Deputy Headteacher

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