



# Montgomery Academy

An Academy within the Fylde Coast Academy Trust

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Inspiring Excellence Together

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Dear parent/carer,

We want to thank the overwhelming majority of students and parents/carers for ensuring that children not only attend school consistently, but that they also attend on time in the morning. We wish to send the following information to all parents/carers as a reminder with regards to punctuality expectations and procedures at Montgomery Academy.

**All students must be in school by 8.45am at the very latest.** This means they start their school day in the best manner that they can, ready to listen to key notices from Progress Managers and setting them up for a day of successful learning and development.

Consequences are in place to support and correct the behaviour of those that are late, so as to teach students the importance of punctuality. Students receive a 1 hour after school detention if they accumulate three late marks for arriving up to 5 minutes late. Those students who arrive more than 5 minutes late receive an immediate 1 hour after school same day detention.

To summarise:

- 3x late marks for arriving up to 5 minutes late = 1 hour after school detention
- 1x late mark for arriving more than 5 minutes late to school = 1 hour after school detention

If there are **genuine reasons** for a student's lateness, and parents/carers take the time to contact school early on in the school day, we will of course take this into account and support your child with this matter. **We must, however, remind all parents/carers that it is their responsibility to contact school about any issues with regards to attendance and/or punctuality.**

We understand that phone lines might be busy during the morning period of a school day; therefore, please read below for a reminder with regards to the various communication methods open to parents to provide clear and proactive information about their child's lateness:

- Telephone call to main reception
- Leaving a voicemail
- Messaging via the My Child At School app
- Emailing attendance directly  
([attendance@montgomery.fcat.org.uk](mailto:attendance@montgomery.fcat.org.uk))

**We will not accept excuses/reasons provided by students, whether this be them telling us at the end of the day or trying to show us a message on a device (which they should not do in accordance with our mobile phone policy).**

We appreciate your help with this matter.

Yours sincerely

Mr Shillitoe

Assistant Headteacher