

22/03/2023

Dear Parents/Carers

### **Punctuality at Werneth School**

I am writing to you to inform you of our new procedures regarding the monitoring of punctuality for all students which will be implemented upon our return from May half term. Whilst most of our students attend on time every day, unfortunately, too many are arriving late on too regular a basis and we need to ensure this is improved so they do not miss out on key opportunities.

Good punctuality to school is essential for students to achieve their full educational potential. This will allow students to form good habits for later life. Lateness also causes problems for students when they miss out on social time and vital school information delivered by their form tutors. They may miss learning time, will not be ready to start the day and struggle to focus on their learning.

In line with DfE guidelines, registers must close at a particular point of time each morning. If a student arrives after 8:45 am they will be marked late (L). Arrival after 9:30am will result in a student being marked U (unauthorised absence) which may result in a referral to the Local Authority for prosecution. Only if the lateness is due to a legitimate reason e.g. a medical appointment, can the absence be authorised should this be accompanied by a note or phone call.

We encourage all students to arrive in school well before the 8.45am start if possible, and we thank the majority of our students who do this every day.

In order to encourage and promote good punctuality for all students, the following mechanisms will be put in place after half term.

1. Students arriving to form after 8:45am will be issued with a late mark on the register and a behaviour log by their Form Tutor. Two late marks in a week = lunchtime detention issued by their Form Tutor. 10 behaviour logs = Seclusion
2. If students arrive at school after 9:10am, they will be issued with a same day break time detention, a late mark on the register and a behaviour log.
3. If students arrive after 9:30am, they will be issued with same day break time detention, a U code mark on the register and a behaviour log. 10 behaviour logs = Seclusion
4. The Attendance Team will text or call daily all parents or carers of students who arrive after 9:10am. The school will expect an explanation for the lateness or evidence of appointments that cause late arrival at school.

Werneth School, Harrytown, Romiley, Stockport SK6 3BX

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5. Should lateness continue or become a cause for concern, parents or carers will be required to attend a meeting at school which could lead to a referral to the local authority for prosecution.

Our punctuality procedures are designed to satisfy DfE guidelines but, as always, if you wish to discuss these further please do not hesitate in contacting our Attendance Team or your child's Year Inclusion Manager. Please refer to our [website](#) for suggestions which may help encourage your child if they are struggling to be punctual to school. We will also ensure students are aware of these arrangements before our return to school following the holiday.

Once again can I thank you for your support.

Yours sincerely

A handwritten signature in grey ink, appearing to read 'A Conroy', with a stylized, cursive script.

Andrew Conroy

Headteacher