



4th March 2026

Dear Parent/Carer

We are writing to inform you of the importance of punctuality and regular attendance, in line with Department for Education (DfE) guidance. Ensuring your child arrives at school on time is essential for safeguarding, academic progress, and establishing strong lifelong habits. According to the DfE's 'Working Together to Improve School Attendance' Guidance (2024), good attendance and punctuality are key responsibilities shared between families and schools and as the trusted parent/carer it is vital you take an active role to ensure your child comes to school on time.

Why Punctuality Matters

Late arrivals disrupt lessons, affect learning routines, and means your child may miss key early-morning instruction. Research highlighted by Local Authority Attendance Guidance shows that even small amounts of missed learning accumulate quickly.

Legal Responsibility and Possible Outcomes

Under the Education Act 1996 and reinforced in DfE guidance, parents/carers have a legal responsibility to ensure their child attends school regularly and on time. Persistent lateness can be recorded as unauthorised absence, and ongoing issues may result in local authority involvement, including support plans or legal action where necessary.

How We Will Support You

We want to work in partnership with families. If punctuality is becoming a challenge, please contact us so we can offer appropriate support. Early communication prevents escalation.

Our School's Graduated Punctuality Approach

If your child is late to school, sanctions for your child will include but are not limited to:

1. Parent notification, 40-minute detention issued.
2. Phone calls home, loss of social time
3. 60-minute detention with senior leadership.
4. Academy-based contribution including: canteen clean up duty, litter picking duty, classroom tidy up.

Thank you for your cooperation and for supporting your child's success.

Yours sincerely

Mr G Singh

Assistant Headteacher – Behaviour and Attendance