

QUEEN ELIZABETH'S GRAMMAR SCHOOL

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Headteacher: Mr S Garrity

Chair of Governors: Mrs H Baker



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November 2017

Dear Parent/Carer

Punctuality

Regular and punctual attendance at school is both a legal requirement and essential for students to maximise their educational opportunities. I would like to thank parents and carers for your continued efforts in helping the Academy to maintain our high standards in respect of punctuality.

School starts at 8.50am (except when it is a parents' consultation evening or early closure at the end of term when the start time is 8.30am) and the register is taken at this time. Students arriving after this time must report to Student Services, where their name and reason for lateness will be recorded. Students will be issued with a Late Card to show their class teacher that they have signed in. If a student receives three Late Cards, without good reason, they will serve a lunchtime detention. If students receive six Late Cards, or miss their lunchtime detention, parents and carers will be contacted and they will serve an after-school detention.

It is very important for students to be on time for safeguarding reasons and so that they can start learning promptly. When students arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Furthermore, when a student arrives late, it can disrupt the entire class and the teacher, which can compromise everyone's education.

Persistent lateness is considered as unauthorised absence and may result in you being served with a Penalty Notice or a summons to court.

Whilst we appreciate that students' punctuality may, on occasion, be affected by mitigating circumstances, we ask that you continue to support the Academy to maintain its high expectations with regard to punctuality.

Yours faithfully

Mr B Hallam

KS4 Progress Team Leader