



12 May 2023

### **Punctuality and Attendance**

Dear Parent/Carer

I am writing to inform you that we are working hard to improve the punctuality and attendance of our students. I am sure you will agree that it is essential that our students arrive at school on time, ready to begin learning, and also understand the importance of being on time. We hope to continue to see an improvement and would like to thank you for all your support in getting your child to school before 8.40am.

There is a member of staff in the canteen each morning who records the names of any students who get to school after 8.40am. A 20-minute after-school detention will be set for the same day. If your child has a valid reason for being late, please can you inform school.

Once registered in the canteen, students are then expected to go straight to their lesson to begin learning as soon as possible. It is important that we record any students who arrive late, so that we know who is in the school building, for safeguarding reasons.

When a student arrives late to school, there are consequences:

- They miss out on any school notices given in form time each morning.
- They miss out on essential instructions given at the beginning of lessons.
- Students might feel awkward and embarrassed going into the classroom when everyone else is already settled.
- When one person arrives late everyone loses out – the class is disrupted and the teacher must take time away from the other students, to explain what is going on in the lesson.

If you have any concerns or questions about your child's punctuality, please contact Mrs Aboud, ([raboud@barnwood-park.gloucs.sch.uk](mailto:raboud@barnwood-park.gloucs.sch.uk)). Thank you for your continued support.

Give your child the best possible chance to succeed. Please ensure they arrive on time each day.

Yours sincerely,

Mrs. Rachel Aboud  
Associate Assistant Headteacher

Headteacher: Mrs. Karen Clinton, BA (Hons.), MA, NPQH, PGCE

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