

11 February 2019

Dear Parent/Carer

Change in late procedures

Following a review of our current procedure regarding students who are persistently late, I am writing to inform you of a number of changes.

As you are aware, students are expected to arrive to the Academy by 8.20am. **With immediate effect, students who arrive between 8.25am and 8.45am will now be issued with a half hour detention which they will need to complete. For those students that arrive after 8.45am, a one hour detention will be issued. If students are persistently late, the Academy will commence attendance procedures.**

Parents have a duty to ensure that their child attends school on time and regularly. It has been proven that students who consistently arrive late suffer a negative impact on learning outcomes which, in turn, significantly reduces overall achievement. Being just 10 minutes late every day adds up to an hour a week of lost learning. This adds up to one week of school missed over the academic year!

Therefore, your support with this matter, to ensure your child's success, is greatly appreciated.

Yours sincerely,

Mr T Urwin
Acting Associate Principal