

Ref:PLN/DER/Punctuality

**November 2023**

Dear Parents and Carers

**Re: Pupil punctuality**

I am writing to you to explain some changes that we are making to the way we support pupils to be punctual during the school day. Improving school attendance and punctuality is a national priority [as set out by the DfE in recent publications and announcements](#). Part of supporting young people in their learning is ensuring that they are used to attending on time, every day.

Good punctuality means pupils:

- Access 100% of their learning during the school day.
- Are safe and well in school.
- Do not miss out on important information and events.
- Are better prepared for the world of work; this includes preparing to meet deadlines, manage customers and maintain a strong professional reputation.

As always, our attendance team track daily attendance and you can check punctuality live using the MCAS app. Furthermore, pupils always receive a C4 other for lateness, resulting in an hour detention after school. This is also recorded on the app so that you are aware.

We are aware that in rare circumstances, there may be reasons out of your control that affect punctuality. However, please expect contact from school if this occurs so that we are able to help support any issues that may be preventing your child from attending regularly and punctually.

In order to challenge persistent punctuality in school we are introducing some measures which pupils, parents and carers should be aware of:

1. If a pupil is late 3 times during a week, they will now receive a C5 and spend half a day in the reflections room.
2. If a pupil is late 5 times in a week, they will be asked to attend a C7 (Offsite Reflections) or a full day in reflections.
3. Pupils who are persistently late will now be recorded as having an unauthorised absence for the morning. This can lead directly to the local authority issuing penalty notices.

As always, we welcome your input and feedback regarding your child and want to offer support to ensure high expectations for punctuality over the school year. If you have any questions or concerns, please contact the academy on [info@dewarenne.org.uk](mailto:info@dewarenne.org.uk) and a member of our team will be in touch.

Yours sincerely

**Dr P Longson**  
**Assistant Principal**