



19 October 2016

Dear Parent/Carer

At Arnold Hill Academy we recognise that attending school regularly and on time has a positive impact on learning and therefore the best life chances for our pupils. Therefore we must ensure that attendance and punctuality are the highest they possibly can be to prepare our pupils for their future adult life. Punctuality is an important part of self-discipline and is essential to good time management. After the *October half term* we are introducing a new lateness policy – both lateness to school and lateness to lessons. We wanted to ensure you are aware in good time about this and also that this will be shared with students prior to it **starting on Monday 31 October 2016** via assemblies and in guidance. Please support us by ensuring you speak to your child about this at home too.

Lateness to school

Pupils should be in school and outside their tutor rooms/assembly areas for 8.30am. Tutor time and assemblies begin at 8.35am. Pupils who arrive at the gate from 8.35am will be considered late to guidance and school. Pupils who arrive late at this time and up to 9.00am will be given a slip, their name taken and will be expected to attend **a break time** detention with their Head of Year for 15 minutes on the day they are late. It will be an SLT detention if students do not arrive for their Head of Year break time detention.

We are aware that sometimes pupils are late for a reason including medical and issues and where a bus hasn't arrived. If the child has been to a medical appointment – a note from parents should be brought and handed over. If the bus was an issue, we will advise the bus company of this and ask that you do so as well. We will be in regular contact with NCT if buses are late.

Lateness to lessons

Pupils should make their way straight to their lessons. If a pupil arrives later than the majority of the class to period 1, 2, 3, 4 or 5 – they will be marked late on the register. Students who are persistently late to lessons in school will receive the following:

- **3 late marks in a week – HOY detention 30 min**
- **6 late marks in a week -SLT detention 60 min**

Students who have been persistently late in the first few weeks are being placed on tutor report for two weeks and will have a review meeting with their tutor, where if significant improvements have been seen – they will be able to come off report. A lack of improvement will mean they move up to their HOY report.

Arnold Hill Academy is part of the Trent Academies Group.

The registered office is Trent Academies Group, Rushcliffe School, Boundary Road, West Bridgford, Nottingham NG2 7BW
The company's registered number is 8128513



Through being on time to school this will ensure pupils receive any messages of changes during the day, achievements that they have gained and will ensure that they are prepared for their learning during the day. By arriving to lessons on time this should see pupils achieving the best possible outcomes for them. We appreciate your support in ensuring that your child arrives to school on time and ready to learn.

Yours sincerely

A handwritten signature in black ink that reads "S. L. Garrad". The signature is written in a cursive style with a large, prominent 'S' and a long, sweeping underline.

Miss S Garrad
Assistant Head Teacher: Behaviour