



Our Ref: JLW/SWD

22 April 2026

Dear Parent/Carer

I am writing to advise you of a change to our attendance and punctuality expectations for sixth form students, which are outlined in the Sixth Form Guide found on our website.

Good attendance and punctuality is not only essential for academic success, but also a vital life skill. Arriving to school and to lessons on time ensures that students receive the full benefit of pastoral care and teaching from subject specialists. Arriving late to a lesson means a student will miss key information about that lesson and is also disruptive for their peers and staff. Developing consistent attendance and punctuality prepares students for future expectations in higher education, apprenticeships, and employment, where lateness can have significant consequences.

Updated Punctuality Information

To reinforce our expectations regarding attendance and punctuality, the following measures will take effect immediately:

- **First occurrence of late arrival at school or a lesson during the half term:** your child will be issued a thirty minute after school detention to be completed on the same day.
- **Second occurrence of late arrival at school or a lesson in the same half term:** your child will be issued with a forty-five minute after school detention to be completed on the same day.
- **Any further occurrences of late arrival at school during that same half term:** your child will be issued a one-hour after school detention for each occurrence and will lose the privilege of non-contact time, i.e., students will no longer be allowed to leave the school site during study periods.
- **Students arriving late for lesson during the school day:** your child will receive twenty minutes after school detention to be completed on the same day.

These steps are intended to support students in establishing positive routines and ensure fairness to those who consistently arrive to school and lessons on time.

We appreciate your support in encouraging your child to plan their journey appropriately and arrive punctually each day. Should there be exceptional circumstances that may affect your child's attendance or punctuality, please contact the Sixth Form team so that we can provide appropriate support.

Thank you for your continued cooperation.

Yours sincerely

Mrs J Laidlaw
Assistant Principal – Head of Sixth Form