



Our Ref: IC/SWD

July 2025

Dear Parent/Carer

Punctuality to School

As we prepare to end this academic year, I would like to take this opportunity to remind all parents and carers of the importance of punctuality to school for our return in September.

Arriving to school on time is crucial for ensuring that all students are fully prepared for the day ahead, and do not miss out on valuable learning time. Punctuality also helps to instil a sense of responsibility and discipline that will benefit students both in school and in their working life.

Unfortunately, we have seen an increase in the number of students arriving late to school, which disrupts not only their own learning but also that of others. In response to this, we will be introducing a revised system of sanctions for lateness starting in the new academic year.

The new sanctions are as follows:

- **First lateness in a term:** 30 minute same day detention after school
- **Second lateness in a term:** 45 minute same day detention after school
- **Third lateness in a term:** 1 hour same day detention after school and a parental meeting

This week I have delivered an assembly to our students, the focus of which is our expectations of them for September, which included the introduction of this new system. It is the school's intention to provide students a reminder of our expectations around punctuality in September. As always, we give our students time to adjust to new processes and procedures before a full introduction of the proposed change. We will do this in September to ensure students are able to fully adjust to the new system of sanctions, and we will also remind parents and carers of this change along with other important reminders about returning to school in September, via Class Charts.

We believe that these measures will help to reinforce the importance of punctuality and support students in developing good habits that will serve them well throughout their education and beyond. As always, if there is a reason that your child will be late to school please contact the student absence team via email at: studentabsence@lordlawson.academy. If the reason for your child's lateness is unforeseen you may also advise school reception or provide them with a written note to hand in at reception, who will then pass to the relevant staff.

We appreciate your continued support in ensuring that your child arrives at school on time each day. If you have any questions or concerns, please do not hesitate to contact us.

Yours faithfully

Mr I Cooper
Deputy Principal