



Our Ref: IC/SWD

September 2025

Dear Parent/Carer

Punctuality to School

At the end of the last academic year, I wrote to you about the importance of punctuality to school students, in readiness for their 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.

In the previous academic year we have seen an increase in the number of students arriving late to school, which disrupts not only their own learning but the learning of other students. In response to this and to encourage all students to arrive at school on time, we will be introducing a revised system of sanctions for lateness which will be introduced on **Monday 16 September**.

The sanctions are as follows:

- **First lateness in a term:** 30 minutes same day after school detention
- **Second lateness in a term:** 45 minutes same day after school detention
- **Third lateness in a term:** 1 hour same day after school detention and a meeting with parents/carers

In our assemblies last week, the focus of which was our expectations for the year ahead, students were reminded of the importance of arriving to school on time and being ready to learn as well as a reminder about the introduction of the new sanctions for lateness. As always, we give our students time to adjust to new processes and procedures before a full introduction of the proposed change. We have informed students of this process to ensure they are able to fully adjust to the new system of sanctions.

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