



10 June 2022

Dear Parents/Carers,

Re: Punctuality in School

Good attendance and punctuality underpin good education. If students are not at school or miss parts of lessons, they cannot successfully access the curriculum. Establishing good time-keeping habits early is good preparation for adult life when we are increasingly responsible for our own timekeeping. Punctuality is an important part of self-discipline and is essential to good time management.

Punctuality and attendance are, as you know, extremely important in school and directly impacts on the progress of students. The vast majority of our students attend school well and are able to meet our expectation of arriving to school on time.

All students are expected to be in school at **8.20 am** so that they are seated in their classroom prepared to learn from 8.30 am. Any student who arrives after this time will be marked late in the register. It is essential you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

If your child is late to lesson 1 for any reason you will receive a text message notifying you that they were late to lesson 1 and they will have a lunch time detention on the same day. Lateness to 2 or more lessons throughout the school day will now result in a 1-hour Stage 3 detention after school **on the same day**. Persistent lateness (6 or more lates) will result in a 1.5-hour detention on a Friday with a member of SLT, and failure to attend detentions will result in further sanctions, as usual. You will be notified through Go4Schools if your child has a detention and therefore, we suggest you check this regularly and discuss your child's behaviour with them.

We are putting these additional steps in place because we want to have the highest expectations of your child, and to continue to improve our school towards being World Class. As a High-Performance Learning school, we want our students to show high performance in everything that they do, including moving between their lessons.

Being late after the registers have closed is also classified as an unauthorised absence (9.30am). **Unauthorised absences due to poor punctuality can result in a referral to Wolverhampton Local Authority and could result in legal action being taken against you.** Parents have a duty to ensure their child's regular attendance at school, and failure to do so is an offence under Section 444(1) of the Education Act 1996.

We understand that there may be rare occasions when your child is unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the Attendance Team to inform us of this on 01902 558420.

We must remind you that it is your duty, as part of the home school agreement, to tell us if there are any circumstances which might be adversely affecting your child's education. We also ask that evidence is provided as proof of medical appointments if these are likely to impact on punctuality.





Colton Hills Community School

Many Minds, One Mission

Headteacher – Mrs A Stephens

We would like to work with you to ensure that your child is on time for school every day. If you feel there are issues which are preventing them from attending school on time, please contact the attendance team for this to be discussed.

We thank you in advance for your continued support of our school.

Yours faithfully

Mrs K Fox
Assistant Headteacher



coltonhillsschool@wolverhampton.gov.uk



[@coltonhillscs](https://twitter.com/coltonhillscs)



www.coltonhills.co.uk