



16 January 2026

Dear Parent/Guardian

Update on Lateness Procedure and Senior Leadership Detentions

I am writing to inform you of new processes that will be implemented from Monday 19 January regarding students arriving late to school and attendance at Senior Leadership detentions.

While these procedures may not apply to all families, I am keen to ensure that the expectations and processes are clearly communicated and consistently understood.

Students Arriving Late to School

Students are expected to arrive at school in sufficient time to be present in their tutor room by 8.30am. Any student who arrives late, without correspondence from home explaining the reason for their lateness, will be issued with a late ticket. This ticket confirms that the late has been logged on ClassCharts to avoid duplication when the student arrives at their tutor session.

A student who receives three late arrivals within a two-week period (without any parental correspondence), will automatically trigger a session in Alternative Learning Provision (on site but not within their timetabled lessons). This session will take place during Period 2 and throughout breaktime. Students will complete work during this time that is focused on the importance of attendance and punctuality, future aspirations, and the link between the two.

If a student accumulates six late arrivals to school in total, parents and carers will be contacted to arrange an in-person meeting. This meeting will aim to discuss, understand, and support any barriers that may be impacting punctuality.

Please note that school breaktime detentions for lateness will not take place while this new process is being trialled.



Senior Leadership Detentions

Senior Leadership detentions take place on Monday after school and represent the highest level of detention within the school. These are issued for more serious behavioural incidents or as an escalation following missed lower-level detentions.

From Monday 19 January, any student who does not attend a Senior Leadership detention will have an automatically escalated sanction resulting in half a day in our Alternative Learning Provision.

All notifications relating to attendance and behaviour, including detentions, are available via the ClassCharts app.

This information will be shared with students in school, and we kindly ask for your support in reinforcing these expectations at home.

If you have any questions or require further clarification, please do not hesitate to contact your child's Head of Year. Thank you for your continued support.

Yours sincerely



Miss C Burns
Deputy Headteacher

