

Dear Parent/Carer

Change to punctuality report procedures

At Swanshurst School, we are committed to providing the highest standards of education and care for all our pupils. As part of this commitment, I am writing to you to emphasise the importance of punctuality and to inform you of our updated sanctions for pupils placed on a punctuality report.

Why Punctuality Matters

- **Learning:** Arriving on time ensures your child does not miss out on essential learning at the start of the school day.
- **Routines:** Good punctuality helps pupils establish positive routines, supporting their academic and personal development.
- **Safeguarding:** It is vital for safeguarding that all pupils are present and accounted for at the start of each day.

Definition of Lateness

- Lateness is defined as arriving to registration after **8.40am**.
- Pupils arriving after this time will be marked as late and this will be recorded as an L code – If arriving after 9.05 – This will result in a U code which is unauthorised absence and contributes towards your child's overall attendance.

Punctuality Report and Sanctions

If a pupil's punctuality causes concern, they will be placed on a punctuality report. You will be notified by your child's form tutor if this is the case. They will remain on report for a period of 4 weeks. While on report, the following sanctions apply:

- **1 late in a week:** 30-minute pastoral after-school detention
- **2 lates in a week:** 1-hour pastoral after-school detention
- **3 lates in a week:** 90-minute Leadership detention on a Friday

Our aim is to support your child in improving their punctuality and to prevent further disruption to their learning.

Contact Us

If you have any questions or concerns about this process, or require support, please contact your child's year team at the appropriate email postbox.

Thank you for your ongoing support in helping us promote high standards across Swanshurst School.

Yours sincerely,

S Welborn

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