

8 October 2026

Dear Parents/Carers,

Punctuality is an important quality for successful learning and later employment. Most of our students attend very well and are always on time, however there are some students who need to improve. This communication intends to ask for your support as parents and carers, in ensuring your child is on time to school each day and reinforce our expectations so that you are able to support your child effectively to avoid any unnecessary consequences.

We completely understand that from time to time, things happen and arriving late may be unavoidable. However, we would ask that this remains the exception rather than becoming a regular occurrence.

Students are expected to be on site by **8.30am** and in their Form Room before the bell at **8.35am**.

Arriving at school on time, in the correct uniform and with the equipment they need, helps students to have a calm and positive start to the day and ensures they are '**Ready**' to learn.

School Gates

We are fortunate to have two gates that students can use to enter the academy, giving families some flexibility when planning their journey.

- Both the **front and back gates** are open from **8.15am to 8.30am** each day.
- Both gates close promptly at **8.30am**.
- Students arriving after 8.30am should use the **Late Gate**, located at the front of the school opposite the Main Hall.
- The Late Gate is open from **8.30am until 9.05am**.

Arriving via the Late Gate – effective from 3rd November 2026

Over recent months, we have tried to be as understanding as possible about occasional lateness. Students arriving through the Late Gate within the first few minutes have been allowed to enter without being recorded as late.

Unfortunately, this has resulted in an increase in the number of students arriving after 8.30am, including some who are choosing to use the Late Gate regularly rather than arriving

through the front or back gate. The Late Gate is intended to support students who are **occasionally** late, rather than as an alternative entrance.

We therefore wanted to give parents and carers plenty of notice that, **from 3rd November 2026, all students arriving through the Late Gate will be marked as late from 8.30am and will be given a late slip which will result in a consequence as per the Rewards and Behaviour Policy**

We hope this notice period will give families enough time to make any changes needed to their morning routines or journeys so that students can arrive at the front or back gate before 8.30am.

Public Transport

We are also aware that some students have been arriving late because of delays to their bus, particularly when their usual bus stop is closer to the back gate.

We would really appreciate your support in helping your child become familiar with the different bus routes and stops available to them. There are often alternative services that stop closer to the front of school, which may be helpful when there are delays or disruption to their usual route.

Weather and Traffic

We often see an increase in lateness on wet-weather days, when journeys can take longer because of increased traffic.

Please allow a little extra time for the journey to school on these days. This can help students arrive calmly and ready to start their day, even when the roads are busier than usual.

Finally, thank you to all the parents and carers who already do so much to support their children in arriving at the academy on time, properly equipped and ready to learn. We really appreciate your continued support and partnership in helping all our students get the best possible start to their school day and developing their important life skills and qualities which will help them succeed now and in the future.

Yours faithfully

Robin Grover

Principal

Rachel Ilgunas

Attendance Lead