



5th February 2020

Dear Parents/Carer,

Lateness and punctuality to school

Over the last few weeks, there has been an increase in the numbers of students arriving late to school. Students arriving late miss form time, assembly and the beginning of their first lesson; this means that they miss important information and often disrupt the teaching and learning of others. We would be grateful for the support of all parents/carers in ensuring that their child leaves home early enough each morning to get to school on time and in encouraging them to be punctual.

The table below gives you an example of how many school days are lost and how much learning time is affected when students are late to school:

Amount of minutes late	School Days Lost	Lost Learning time
5 Minutes	3 days	16 hours
10 minutes	6 days	32 hours
15 minutes	9 days	48 hours
20 minutes	12 days	64 hours
30 minutes	18 days	96 hours

Therefore, students who arrive late for no good reason will be issued with a 30-minute detention on a Friday evening; this will increase to an hour the following Monday should a student fail to attend.

Again, we would really appreciate your support in helping us to get students in school on time and ready to learn in their form room at 8.40am.

Yours faithfully

MHA Attendance Team

