

22<sup>nd</sup> November 2024

Dear Parent/Carer

### **Punctuality to school**

We are writing to you to inform you of changes to how lateness will be addressed at Pool Hayes Academy.

As of the 2<sup>nd</sup> of December, any student that is late to school, will be required to complete a same day break time detention. Parents will be informed of this detention via a text message. If a student misses this breaktime detention, they will be required to sit a same day after school detention. Again, parents will be notified of this via text message, prior to 12pm, which is the legal requirement, set out by the Department of Education, if a student is required to stay after school.

All students are expected on the school site by 8:40am, with the main gates being shut at 8:45am. Any student arriving after 8:45am will be classed as late and have to sign in via the attendance office.

Lateness to school does impact on a student's overall attendance figures. If a student arrives after 9:15am the register will be marked using a U code, this will have an impact on a student's attendance and lead to a fix penalty notice.

We would like to thank you for your support in this matter. If you have any queries please do not hesitate to contact me

Yours faithfully

Mr Campbell  
Assistant Principal & Attendance Lead