

Dear Parent/Carer

As an academy we are always striving for the best for all our students. We consistently encourage them to have good attendance and punctuality to the academy, so that they are able to access high quality teaching and learning for the best possible life chances. Research shows that students who are repeatedly late for school fall behind in their learning, have less chance of achieving their full potential and their ability to have and keep friendship groups is affected.

We therefore intend to change the detention time for students who are late to the academy. Currently the consequence for being late to the academy means a student is issued a c4a (30 minute) detention on the following day. With effect from 3rd July 2023 we will issue the following **same day** consequences;

Late arrivals	Consequence
Arrival less than 10 minutes late to the academy	c4a (30 minute detention)
Arrival more than 10 minutes late to the academy but before register closes at 9.10am	c4b (60 minute detention)
Arrival after register closes at 9.10am	c4c (120 minute detention)

This strategy is being implemented to encourage students to be on time to the academy. Students should be in school by 8:15am and lessons begin promptly at 8:25am; students who arrive at school after 8:25am are deemed to be late.

Students will be informed, as they arrive late, of the detention and that it will be straight after school that day. Students will be provided with a sticker for their planners by a member of the attendance or reception team. Any existing C4s will roll to the next appropriate time available. Parents/carers will be sent a text message to make you aware of the detention.. Please inform the school via [enquiries@city.outwood.com](mailto:enquiries@city.outwood.com) if you have had a change in contact details.

A reminder that the school bus is running as normal and should be utilised.

Legitimate reasons for lateness such as medical appointments will only be accepted with supporting evidence of the appointment. Please speak to your child's Learning Manager to discuss any circumstances that may cause your child to be late.

As ever, as an academy, we continue to support all of our students and appreciate all the support that parents and carers provide for us.

If you have any further questions, please contact a member of SLT or the learning manager team.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'H. Sheehan', is written over a light blue rectangular background.

Mr Sheehan  
Vice Principal