



To: Parents/Carers of Sixth Form students

1<sup>st</sup> March 2016

Dear Parent/Carer

## Sixth Form Punctuality

We have been reviewing Sixth Form punctuality to school since the start of this academic year and would like to draw to your attention the fact that arriving late to school is a habitual problem for a number of students.

The school expectation is for all students to be present by 8.35am and for them to attend every Registration and lesson. Tutor time is an important part of the school day during which information is shared; it is also part of the Sixth Form student's 540 planned hours of Key Stage 5 education as designated by the Department for Education. We are preparing students for life after school where such habitual lateness is unlikely to be tolerated and for students to have respect for their teachers and peers. By arriving late to school, students create additional work for a number of staff, including their Form Tutor, Sixth Form Administrators and the Attendance Officer.

Some students cite "heavy traffic" or the late arrival of buses as the reason for their lateness but as these are known problems we cannot accept them as excuses. We should be grateful if you would encourage your child to allow plenty of time for their journey to school to ensure that they arrive in time to start every day punctually and therefore to maximise their chances of success.

If you believe there are extenuating circumstances which prevent your child from being able to arrive regularly at school at the required time, please do not hesitate to contact us in order to discuss how these can be addressed.

We should very much appreciate your support with this important matter.

Yours sincerely

**Mr A Hencken**  
Head of Sixth Form

**Mrs V Aldred**  
Sixth Form Learning Mentor

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