



January 2024

Re: Late to School

Dear Parents and Carers

We have noticed that there is an increasing number of students that are arriving to school late. Students should arrive in school at 8.35am and be in form or assembly by 8.40am each morning. Students arriving late to school are missing valuable learning time. Just 10 minutes a week late adds up to over a day's missed learning a year.

Although we are aware that on occasion there can be problems with public transport or unforeseen events occur these should be infrequent and not recurring. Many students that are late do not get into school on time due to oversleeping, walking slowly or stopping at a shop on the way to school.

From 15<sup>th</sup> January we will be starting a new system to address students arriving late to school. Senior staff will be on the front gate meeting students arriving after 8.35am. Any student that is late will have their mobile phone confiscated for the day. This will be returned at the end of the day.

If a student is late on more than one occasion in the week, then the mobile phone will be confiscated until the end of the week or until a parent/carer is able to come into school to collect it.

Where students are late on more than three occasions in a week then Parents/Carers will be asked to come into meet with a member of the attendance team to discuss the reasons for this poor punctuality and to agree strategies that will support an improvement.

As mentioned previously, on occasion lateness to school is unavoidable. If this is the case, then the reason needs to be communicated by you as parents to the attendance line so that any sanctions can be avoided. The attendance team can be contacted on 01727 731368 and leave a message on the 24 hour absence line or email [attendance@marlborough.herts.sch.uk](mailto:attendance@marlborough.herts.sch.uk)

Thank you for your support

Best Regards

Doug Eve

Deputy Headteacher

