

# Shirebrook Academy

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Ref: JED/CG

Wednesday 20<sup>th</sup> December

Dear Parent/Carer

I would like to take this opportunity to thank you for supporting our Academy and working with us to improve standards linked to Behaviour and Attitudes, including attendance.

Whilst we have made lots of improvements this year, one area of concern continues to be punctuality to school in the morning and also to lesson, with a number of students choosing to arrive late to the Academy or to their timetabled lessons. This can be a concern due to the cumulative hours of missed learning and the impact of poor punctuality on students' wellbeing.

Working together, this is an area that we feel we can improve on, helping children to better access their learning.

From Tuesday 9<sup>th</sup> January 2024, the following three-step approach to punctuality will be in place:

1. Students with 3 or more late marks per week (including late to lesson marks) will be logged on a monitoring spreadsheet;
2. This will trigger a 2 week monitoring period, where Year Teams will monitor punctuality of these students closely, via an Attendance and Punctuality Report;
3. If there is no improvement over the 2 week period, parents/carers will be requested to attend a meeting in the Academy to discuss an action plan moving forward.

We hope that you can see that we want the best for our students and helping them access as much learning as possible really does support their future. If you have any questions regarding punctuality, please contact your child's Year Team.

Many thanks for your continued support. Wishing you all the best for the Christmas break.

Yours faithfully,

**James Edwards**  
**Assistant Principal – Behaviour, Attitudes and Pastoral Care**



**All adults in school have a responsibility to safeguard and promote the welfare of children.**