



30<sup>th</sup> October 2023

Dear Parents & Carers

I hope this letter finds you in good health and you and your family have enjoyed a restful and relaxing time over the half term break. I am writing to emphasize the crucial role that punctuality and attendance play in the academic success and personal development of our students.

As you are aware, punctuality and attendance are fundamental values that contribute to the overall effectiveness of our school. By stressing the significance of these attributes, we aim to instil in our students a sense of responsibility, discipline, and respect for their own education, as well as for their peers and teachers.

One area that we always place significant focus on is a punctual arrival to school in the mornings. Punctuality instils a sense of time management and organizational skills in students. Arriving on time demonstrates a commitment to their studies and highlights the importance of being prepared and ready to learn. It also cultivates a habit of discipline and reliability that extends beyond the school environment, preparing students for future professional and personal responsibilities. While the large majority are getting it right and arriving to registration on time, there is room for improvement with a minority of students. Arriving late for registration means that students are missing out on receiving key messages which are delivered at this time and missing the opportunity to make a calm structured start to their school day.

We wish to understand the reasons for students arriving late to school and put in place interventions to help support and improve overall attendance and punctuality. Working together with students and parents is vital and we encourage an open line of communication with the ultimate aim to ensure students achieve to the best of their ability and take all opportunities available to them at Warlingham School & Sixth Form College.

From the beginning of the this half term students arriving 5 minutes or more late to registration will receive an automatic intervention on the same day. Students will attend a 20 minute intervention session with Mr Strachan, during lunchtime. This time will be spent investigating the reasons for the lateness to registration and agreeing strategies to improve their punctuality. The aim is to promote resilience and independence in our school community, which they will need in future life, as well as demonstrating their ability to make the right decisions.

To ensure this process is managed fairly, if your child is going to be late due to reasons outside of their control, we request that parents email [attendance@warlinghamtl.co.uk](mailto:attendance@warlinghamtl.co.uk) as soon as possible, but in any event no later than 10am. If there is a specific reason for persistent lateness to school, please email [s.strachan@warlinghamtl.co.uk](mailto:s.strachan@warlinghamtl.co.uk) directly so I am fully informed to help manage any interventions appropriately. In keeping with the values we place on our relationships with parents and carers, I would be grateful if you could reinforce the importance of arriving on time to school, together we can create a positive educational experience that equips our students with the skills they need to succeed academically and in their future endeavours. If you have any questions or concerns, please contact your child's form tutor or Mr Strachan in the first instance.

Yours sincerely

Mr S Strachan

Assistant Headteacher