

Dear Parent or Carer

We have had a discussion this week with all students regarding punctuality, it is expected that all students are in school on time. Lateness is not only time lost in your child's learning but it is extremely disruptive to lessons and to all the other students learning.

Year 9 students will start at 8.50am

Year 10 students will start at 8.55am

Year 11 students will start at 9.00am

If students are late staff will instigate the following procedures:

- They will have their mobile phone taken off them until the end of the day and this will be kept in a secure space until then.
- They will be recorded as Late on the register.
- If a student is later than 9.15am they will be recorded as a U Code which means they attended once the legal registers closed, so it will be classed as an unauthorised absence. This will affect their overall attendance % and 10 or more U codes could lead to a Fixed Penalty Notice by the Local Authority.
- Parents will be informed that their child has attended late via text before lunchtime.

If your child is going to be late for reasons out of their control for example a medical appointment or delays on trains etc we ask that you call into the school or email student services on student.services@lifesciencesutc.co.uk.

Many Thanks

Jill Davies
Principal