



5th September 2022

Dear Parents, Carers and Guardians,

Attendance and punctuality are very important to ensure all students maximise their chances of reaching their full potential. Both are qualities that are equally important at school and after Lord Grey in future employment. As previously written home about, we continue to have a [clear attendance process](#). We now will focus on punctuality to school and lessons.

At Lord Grey we have always measured punctuality to lessons, this is seen on the register as L for late to school if students arrive after 8.45 am and U unauthorised if a student arrives after 8.45 unless a valid reason is given such as medical appointment. Last year 5 lates accumulated a Friday detention.

From 1 September 2022, we are going to reduce the allowance of lates across the week and at the start of the day as punctuality is so important for students' achievement and learning. Therefore if a student is late to school twice at any point over the school year (without a valid reason provided) a C3 after-school detention will be generated after each second late mark for the next working day.

In addition to this, if a student arrives late to two or more lessons during a school day this will lead to a C3 after-school detention being issued for the next school day. This will be communicated home via go4schools. If any student accrues more than two late marks during a school day, or if being late becomes an issue over a school week, the Head of Year will contact home to discuss a way forward.

Late to lessons are defined as 9.15, 10.15, 11.30, 12.35, 2 pm. This will be explained fully to all students on their return.

Obviously, students who are new to Lord Grey will have a settling-in period before this is enacted. Should your child have an individual health plan for medical issues then reasonable adjustments will be made.

Any queries please contact your child's Head of Year.

Rob Page
Vice Principal