

Dear Parent / Carer,

I hope this letter finds you well. At King's Leadership Academy Liverpool attendance and punctuality are of utmost importance. Punctuality to school helps ensure the best progress for your child and it is vitally important that your child arrives promptly to school every day. We understand that unforeseen circumstances can happen, but consistent punctuality will help to set your child up for academic success. I encourage you to plan ahead and make arrangements to ensure your child arrives at school on time. **A reminder that the school day begins at 8:30am.**

There is a direct correlation between success in life and professionalism both inside and outside of school. Therefore, we insist on high levels of punctuality in order to help our students prepare for their future professional lives. We request your support in achieving this for your child.

As such, from Monday 24th April there will be a new system in place for pupils who arrive late to school. The school day begins at 8:30am and any students who arrive there after will be allocated a same day, 20 minute late correction. Pupils who arrive during morning session (8:30-8:55) will be met by their APL and pastoral team to discuss their reason for being late and staff will be able to support any pupils who have extenuating circumstances.

Students who arrive after the morning session from 8:55am onwards must sign in via main reception and provide a reason for being late. Your child's APL will be alerted and a phone call home will be made to discuss their punctuality further. Students who arrive after 8:55am will be allocated a same day, 30 minute late correction. Should lateness continue, you may be invited to a meeting at the Academy to discuss punctuality further in order to offer support to your child.

Arriving late to school means that pupils miss key information from form tutors and senior leaders. For year 11 students arriving late means that they will miss intervention sessions in preparation for GCSEs. When pupils arrive late, they may feel awkward entering a classroom and or assembly hall. They miss out on essential instructions which can significantly reduce achievement. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher and everyone's education is compromised as a result.

A copy of this letter has been handed to your child. Should you wish to discuss matters further or if anything can be done to support your child and yourself as a family and getting to school on time, please do not hesitate to contact your child's APL or Senior Leader attached to their year group.

Your sincerely,

Miss France
Assistant Principal