

22 January 2020

Dear Parent/Carer

Outwood Academy Shafton is committed to maximising educational opportunities and achievement for all students. For students to gain the best from their time at Outwood Academy Shafton, it is vital that they achieve excellent attendance and punctuality. Promoting good attendance and punctuality prepares students for the disciplines of adult working life and we take the necessary action when attendance and punctuality is not acceptable.

In this academic year we have made some significant strides in improving our overall academy attendance and this is down to the amazing support of parents and carers within our fantastic community. However, it has become increasingly noticeable that punctuality and late arrival to the academy is extremely poor when compared to our neighbouring academies. Lateness results in lost learning and persistent lateness is a characteristic that all employers see as a red flag in the wider world. Lateness to lessons causes disruption for classes who are settled and working. Therefore, we feel it is our duty to strengthen our action regarding lateness to the academy and having trialled a successful system recently for dealing with poor punctuality, we believe that we can make a transformational difference to persistent lateness in a matter of weeks.

### How Our Approach Will Change

From Monday 27th January any student arriving to the academy after 8:25am will receive a C4a detention (30 minutes) which will be completed at the earliest opportunity with a minimum of 24 hours notice. Any other episode of lateness to the academy in the **SAME HALF-TERM** will result in a C4b detention (1 hour). The cycle will reset at the start of every half-term. We do understand that there are some exceptional circumstances that cause lateness and for this we will review sanctions based on the information given. We will send texts to parents notifying them of any instance of lateness so that you can support us with ensuring your child is on time and making the most of their education.

If a medical appointment causes any student to arrive late, a formal confirmation of appointment must be provided or a late detention will be issued.

Should you have any questions about these changes please do not hesitate to contact me personally: [t.peel@shafton.outwood.com](mailto:t.peel@shafton.outwood.com).

Yours faithfully



**Tom Peel**  
Assistant Principal

