

1 September 2023

Dear Parent/Carer,

We are writing to inform you of the changes to the close of school registers, in line with [DFE guidance 'Working Together to Improve Attendance'](#). The changes will take place from September 2023.

In order for the Academy to adhere to this guidance we will close the registers 30 minutes after the start of the school day and code (U) for any student arriving 30 minutes after their expected time at the Academy session.

If Your Child arrives late after the close of the registers this will be marked as an unauthorised code in the register and will result in the whole session being marked as absent, impacting on overall attendance. Persistent lateness to the Academy is likely to lead to a fixed penalty notice.

We will work closely with you to ensure appropriate and early support is offered where punctuality is a concern.

I kindly request your support in promoting regular school attendance and encouraging your child to prioritise their education. Together, we can help them to reach their full potential and equip them with the skills and knowledge they need to succeed in this ever-changing world.

Thank you for your continued cooperation and partnership in your child's educational journey. Should you have any questions or concerns, please do not hesitate to contact us.

We look forward to working together to make this academic year a memorable and enriching experience for your child.



Please contact the attendance team on attendance@shafton.outwood.com if you have any queries and we will be happy to help.

Yours faithfully,



Alison McQueen
Principal

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.