

Dear Parent/Guardian

In order to improve the educational experience of all our students, we have revised our procedure around punctuality to school. We would like to take this opportunity to inform you and to ask for your support in ensuring your child is clear about our systems.

All students should arrive on time to both registration periods and to lessons. This is to ensure that they gain the full benefit of their education and develop good habits which will be expected by employers and others in later life.

Students are to be on the school site by **8.15am** each morning ready for registration in their form room at 8.20am.

Please ensure that your child leaves home in plenty of time so that they are on site by then. If they are travelling by car or public bus they need to allow extra time for heavy traffic or for known roadworks.

We are aware of how heavy the traffic can be around school in the mornings and we will make allowances by not issuing sanctions for **one** lateness as long as we feel the reason for lateness is valid and that the lateness could not have been avoided. In order for us to make this assessment when your child signs in late they must give a full explanation of the reason rather than simply stating 'traffic'.

Please send your child to the school with a written note of explanation if you know in advance that they are going to be late. If they tell you that they have been late in unforeseen circumstances and you feel that this is a valid reason, then please write a letter of explanation the next day and ask your child to hand it in to our Admin Officer. We will then make a decision about whether to cancel the detention due to be issued. Oversleeping will not be accepted as a valid reason for lateness and a detention will be issued.

Pupils are recorded late at the school office at am registration and they must provide a reason. This information is collated by Admin Officer. Lateness to school is a serious matter at North London Grammar School therefore a strict policy (Lateness Matrix) is in place to ensure prompt attendance to school.

Students will be booked into a lunch detention if they are late to registration twice in **a term**. A Thursday after school detention will be issued if they are late three times in **a term** and a 2hour Saturday detention will be issued if they are late 4 times within **a term**.

On-going and repeated lateness is considered as unauthorised absence and will be subject to legal action (see Attendance and Punctuality Policy for further detail).

If lateness persists, parents, guardians or carers will be invited to attend the school to discuss the problem and offered support. *Each case will be judged on its merits and the Headteacher's decision is final.

LATENESS MATRIX	
Lateness Stages for each term*	Sanctions
Stage 1	Warning
Stage 2	Lunch Detention
Stage 3	After School Detention
Stage 4	Two-hour Saturday Detention
Stage 5	Yellow Report (2-week monitoring) – Target 100% punctuality until the end of term
Stage 6	Red Report (2-week monitoring) - Target 100% punctuality until the end of term
Stage 7	Internal Exclusion
Stage 8	One Day Exclusion
Stage 9	Referral to Education Welfare Officer (EWO) £250 admin penalty & One Week Exclusion

Yours sincerely

Mr H. Gokce

