

7th October 2025

Ref: Lateness to School

Dear Parents/Carers,

Last month we wrote to you about our new start time of **8:40am for Period 1.**

The school gate closes at **8:35am each morning** so pupils must ensure they are on site by this time. Pupils should be at their classrooms, ready for their lesson to start at 8:40am.

We have continued to update this system, the current system is outlined below.

Pupils that arrive after 8:35am are late. A sanction will be applied depending on their time of arrival:

- The school gate is closed at 8:35am.
- Pupils that arrive after 8:35am will register in the Theatre with the attendance team.
- Pupils will be escorted to their lessons by a member of the pastoral team.
- If a Pupil is late but arrives before 9:10am, they will have a 15-minute lunch time detention (1:00pm-1:15pm), on the same day. This will be logged on Class Charts.
- If a pupil fails to attend their lunchtime detention, they will have an afterschool detention on the same day (3:20pm-4:00pm). This will be logged on Class Charts.
- If pupils miss their afterschool detention, they will be in Reflection the following morning from 8:40am until the end of break time.
- If a pupil arrives after 9:10am, they will be escorted to Reflection. They will remain in Reflection until the end of break time. This will be logged on Class Charts.

Attendance and punctuality are both important factors that we value at Hartshill Academy. The majority of our pupils are in school every day and on time to school and to their lessons.

It is important that all pupils arrive at school and are in lessons on time to minimise disruption to their learning and the learning of other pupils in the lesson. Thank you for your support with our routines to support all pupils to make excellent progress.

Kind Regards,



Mr. Craig

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