

12th September 2025

Ref: Lateness to School

Dear Parents/Carers,

This year we have restructured our school day and we now start with **Period 1 at 8:40am.**

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.

Pupils that arrive after 8:40am will be late. The process and sanctions for pupils that are late is outlined below:

- If pupils are late to school but arrive before 9:10am, they will receive a 15-minute lunchtime detention that day.
- If they arrive after 9:10am, they will receive a 30-minute lunchtime detention that day.
- If pupils miss their lunch time detention, a phone call home will be made during the afternoon, and pupils will receive an afterschool detention for that day (3:20pm-4pm).
- If they miss the afterschool detention, they will be placed in Reflection the following morning until the end of break time.

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



Assistant Principal

Principal: Miss L Taylor