



9 October 2018

Dear Parent

With the first few weeks of the 2018-2019 academic year now behind us, we would like to take this opportunity to congratulate parents and students, on making positive efforts towards raising levels of academic achievement and encouraging high levels of attendance at The Carlton Academy.

With regards to attendance, the majority of students are attending every day and are on time. However, there are instances of unauthorised absences, sicknesses, illnesses etc, along with a large number of students who are arriving late for school, often on a daily basis. All of the above have a significantly negative impact on academic achievement.

We are aware that genuine illnesses or medical issues can arise at any given time, and I would like to thank the many parents and carers who remain in regular contact with The Carlton Academy whilst their children are ill. However, after recovering from illness, it is imperative that students return to their education as soon as possible, and we encourage all parents and carers to actively invest their interest in this philosophy. Students should also ensure they catch up on any work missed.

In order to maintain the highest standards of achievement and attendance at The Carlton Academy, both parents and students alike have a responsibility to ensure that students arrive on time for school every day. If transportation difficulties arise on a given day, then please contact the school reception and / or attendance team on (0115) 9550010 as soon as possible.

Regarding the issue of students arriving late with no excuses, The Carlton Academy are now operating 'Zero-Tolerance' Lateness Procedure.

Zero-Tolerance Lateness Procedure - Key Points for Parents & Students to Consider:

- the school day at The Carlton Academy begins at **8.40am**, at which time the warning bell signifies movement to the first lesson. Students are expected to arrive at their first period in time for the second bell at **8.45am**, when lessons commence
- if a student arrives late at The Carlton Academy **AFTER 8.45am**, then this automatically constitutes **non-compliance** of the Zero-Tolerance Lateness Procedure. The late student in question will subsequently forfeit their break-time and lunch-time association periods (during the day on which they were late)

- the late student in question must also attend a Senior Leadership Team (SLT) Detention, which will be held after school on the Friday (1-Hour Detention)

Naturally, unexpected and mitigating circumstances concerning lateness will be considered by both the Attendance Officer and SLT Staff Member, who are on duty at the school gate.

We thank you for your continued support and assistance.

Yours sincerely

L Watson

Mrs L Watson
Assistant Headteacher