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Dear Parent/Carer

Guidance for Absence and Lateness

Firstly, may we thank all our Parents and Carers who regularly ensure that their children attend school at all times. We understand that absence is sometimes inevitable and hope that you see this letter in the spirit of partnership and support that it is intended.

There is a strong correlation between high attendance and high achievement as well as emotional health and positive relationships, and so we should all be working together to give children the best possible start in life. Research shows that absence from school, for whatever reason, can disadvantage a child by creating gaps in learning, which affect a child's ability to succeed.

Recently we have seen an increase in the number of students arriving to school late and/or choosing not to attend registration. If your child arrives after 9am or misses a tutor session they are coded as U which is an unauthorised absence.

Please be aware that schools can submit a Fixed Penalty Notice or in more severe cases a Legal Intervention Team referral once a pupil has received **10 or more unauthorised absences in a 100-session period** and it can be evidenced by the school that they have been unable to resolve attendance concerns, including through the issue of a penalty notice.

The Wildern school day starts at 8.30am, with a reminder bell sounding at 8:25am to tell the students to move to their tutor room. All our students are expected to be in their tutor group at 8.30am. If your child arrives late to school, without valid reason and the register has closed, as per DfE guidance, it will be coded as an unauthorised absence. This will impact your child's attendance. Poor punctuality to school can lead to your child...

- Feeling socially isolated in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Disrupting the learning of other students in their classes
- Forming bad habits which could affect their employability in the future

Please be aware that from 3rd June if your child arrives late to school, without a valid reason, they will be placed in a break time detention overseen by the Senior Leadership Team and Student Services. Failure to attend this will result in them being placed in an after school detention the same day.

To support you, please find below some further links to guidance for parents, which you will find useful.

- [everything you need to know about school attendance](#)
- [school attendance and absence](#)

All schools within Hampshire are committed to working together to support the improvement of children's attendance and punctuality to school. Please support us by giving your child the best opportunities through good attendance at school.

Yours sincerely

Mrs K Thomas
Assistant Head

