



THE CONSORTIUM  
ACADEMY TRUST

12 February 2024  
**Secondary - Attendance**



**THE  
HESSLE  
ACADEMY**

**Penshurst Primary School**  
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Dear parent / carer

I have written to you recently to explain that attendance is one of biggest priorities as a school. As a part of our focus on attendance we are looking at punctuality and specifically those students who are regularly late to school. Punctuality to school is incredibly important, tutor time and seminars take place at the start of each day, this is where students are given essential information that will set them up for the day ahead.

Punctuality is also an important life skill and it is part of our mission to ensure that students develop this important employability habit.

In order to promote punctuality, after half term, we will make some changes to the sanctions that we put into place for lateness to school.

If a student is late once they will get a 15-minute lunchtime detention as normal; however to deter repeated lateness, if a student is late on two or more occasions in the same week, each of these will result in a thirty-minute detention after-school detention. This will re-set each week.

As a reminder, students are expected to be through the school gates and in their tutor line up by 8:30am. If students arrive after 8.31am they will be required to sign in at the gate and will receive a sanction as described above and will be marked with an L code for lateness.

If a student arrives after 9am when the registers close this will be recorded as an unauthorised late and marked with a U code which counts as an absence from school.

We remind students regularly that attendance and punctuality to school is often requested from future employers and colleges when they are considering applications from students, so it is vital for many reasons to build a good attendance record.

If there is an exceptional circumstance for your child being late, please call 01482 648604 option 1 and leave a message on the student absence line or email [attendance@hessleacademy.com](mailto:attendance@hessleacademy.com) before 10am. Please note that we will not accept traffic as an exceptional reason for being late, traffic is always busy at school times, and we expect students to leave in good time to allow for this. This includes traffic coming over the Humber Bridge. Please note that if we agree to remove the detention for lateness due to an exceptional circumstance the student will still have a late (L code) for their morning mark.

If we are aware of any incidents in the local area which are causing major traffic issues, we will make reasonable adjustments for late arrival.

Thank you for your support with this.

Yours faithfully

A handwritten signature in black ink, appearing to be 'V Groak', written in a cursive style with a long, sweeping tail that extends to the right.

Mr V Groak  
Headteacher