

October 2017

Dear Parents/Carers

**Re: Year 10 Attendance and Punctuality**

Studies have shown that good attendance and punctuality are both linked to improved academic performance at school. With this in mind, we have decided to introduce a new strategy to deal with Year 10 students who, on a regular basis, arrive late to lessons.

We will be issuing attendance cards to monitor any students who are persistently late to lessons. If a student is issued with an attendance card, staff will use that card to record the number of minutes a student is late to lessons. Students will then hand their completed attendance cards to me every Friday. I will calculate the total time missed through lateness and the student will complete a detention for this amount of time on the following Monday.

Lost attendance cards will lead automatically to a two hour detention.

We will introduce this new intervention to students in a year group assembly at the start of the new half-term.

If you have any further questions or queries regarding this matter, please contact me via email at [h.wilson@pcs.hants.sch.uk](mailto:h.wilson@pcs.hants.sch.uk) or on extension 262.

Thank you for your continued support.

Yours faithfully,

*H Wilson*

Mrs H Wilson  
Head of Year 10



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as a Specialist Arts,  
Science & Maths School



School Centred Initial Teacher Training



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