

9th October 2025

Dear Parents & Carers,

Punctuality

We would like to thank all students who regularly attend school on time for tutor time and each lesson. We want to remind all parents and carers of our procedures regarding punctuality.

At City Academy students are expected to be in their tutor room at **8.40am** every day. Students who arrive late are disadvantaged because they miss starting the day with their peers and picking up important messages. Students who miss the start of a lesson are disadvantaged as they miss new learning. There is a clear link between attendance and achievement. Lost learning time due to lateness is obviously something that we want to avoid.

- 5 minutes late to school each day means you will miss more than 3 days of school in a year
- 15 mins late to school each day means you will miss more than 6 days of school in a year
- 20 mins late to school each day means you miss 13 days of school in a year

For parents/carers to be informed of their child's lateness to school, we will be sending out a daily text message to parents to inform them if their child is late to school.

If a child arrives at school between 8:40am and 9:00am without good reason, they will receive a 20-minute detention.

If a child arrives after 9:00am without good reason, they will receive a 40-minute detention.

We are required to monitor student punctuality and attendance. Lateness (after the registers close) is classified as an unauthorised absence and will lower a child's overall attendance figure.

If you require support in getting your child to school by 8:40am, please do reach out to us. You can contact the school Attendance Team or your child's Year Team on 0117 941 3800.

Best wishes,

Mr Rahul Patel (Associate Assistant Principal)
Mr Ben Tucker (Principal)

Pride, Honesty and Team Spirit

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