



*Stimpson Avenue Academy  
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*Head of School: Mrs L Clapton  
Executive Head: Mrs Z McIntyre*

Dear parents and carers,

### **Punctuality**

At Stimpson Avenue Academy, we recognise that parents and carers have a vital role to play in supporting and encouraging good attendance and punctuality. By accepting responsibility in partnership with the school, we can work together to ensure the children's right to a full education is met, as well as enabling parents and carers to fulfil their legal responsibility.

At our school, we expect all pupils to attend **on time** at every school day.

It is a parent's responsibility to ensure that their children are organised for school in good time, including the completion of homework and having the necessary equipment ready for the day (PE kits, school uniform, book bags).

Lateness and / or non-attendance are extremely damaging to students' progress and disruptive to the progress of others.

To have the best possible beginning to the school day, we have arrangements in place as follows:

- School gates open at 8.30am.
- **Classroom doors open at 8.40am – this is the time that pupils are expected to in school.**
- Children complete morning work on arrival – this may be linked to prior learning, so it is vital that children are in school for this.
- Registration opens at 8.40am and closes at 8.55am.
- Gates are locked promptly at 8.55am.
- Pupils who arrive after the gates are locked must be signed in at the school office – a valid reason for lateness will be required.

Please note that if your child is late 2 or more times in a week, you will be contacted by a member of the school team to discuss this.

We hope you will support us in ensuring our pupils have the very best start to their day. Should you have any queries or concerns, please do not hesitate to contact me.

Yours sincerely,

Luci Clapton  
**Head of School**



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