

Our Ref: JGT/AMU

2 February 2018

Dear Parent/Carer

I am sure that you will agree with me that punctuality to the academy is of paramount importance and in terms of a students' achievement, every minute counts.

Unfortunately there are a number of students who do not share this view, and despite the efforts of teachers, the attendance and learning manager teams, are regularly arriving at the academy late.

In order to support and challenge our students who are persistently late, the academy will be closing the gate at **8:20 from Monday 19<sup>th</sup> February 2018**. This will be a permanent arrangement. Students are expected to be in the academy for this time in order to ensure they are punctual to their first lesson at 8:25.

As part of the planning process and to monitor lateness over the last week of this half term, the gate will be closed at 8:20 am. Students who arrive after this time will be directed to the academy's main reception where they will be met by a senior member of staff and a member of the attendance team.

Outwood Academy Danum will be working closely with the local authority to issue fixed penalty notices to the parents or carers of students who persistently arrive late to the academy. This is the first part of a legal process similar to that of attendance enforcement, with the same level of support and sanctions that the attendance enforcement process can deploy.

Please encourage and support your son/daughter to arrive at the academy in advance of 8:20 am. Please discuss with them their route to the academy and the time it takes and urge them to leave home a few minutes earlier if they are prone to arrive late or just in time.

Yours Sincerely



Andy Murray  
Assistant Principal