

22 October 2025

Dear parents/carers,

At Waverley School, we are committed to ensuring every student has the best possible start to their day and makes the most of every learning opportunity. I am writing to remind you of the importance of punctuality and to outline the consequences for students who are late to school.

Why punctuality matters

Arriving on time is crucial because:

- It ensures students don't miss out on essential learning at the start of the day
- It helps prevent disruption to teachers and other students
- It encourages good habits and responsibility, which are vital for future success
- Lost minutes quickly add up, leading to significant gaps in learning. Being 10 minutes late every day adds up to almost an hour of missed learning time. Across a school year this can mean 30 hours of missed lessons.

Our expectations and procedures

- The school day begins promptly at 8.35am with gates closing at this point.
- The morning register closes at 9.15am.

If a student arrives after 9.15am:

- They are defined as an 'extreme late'. They will receive a 'U' code in the register, which counts as an unauthorised absence for the morning session. This will also affect their overall attendance percentage.
- They will be required to attend a **60-minute detention that day.**

If a student is late but arrives before 9.15am:

- They will be marked as late.
- They will be required to attend a 30-minute detention.

Consequences of lateness

Persistent lateness can result in further sanctions and may affect your child's attendance record. Please be aware that repeated unauthorised absences may also lead to further action in line with our school attendance policy. This may result in a fine from Birmingham City Council.

Next steps

- Please ensure your child leaves home with enough time to arrive at school by 8.35am.

- If your child is experiencing difficulties that make attendance and/or punctuality a challenge, please contact the school through the usual channels so we can discuss how we can support you.

Thank you for your continued support in helping us maintain high standards and ensuring that all students have the opportunity to succeed.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'D. Leese'.

D. Leese
Vice Principal
Waverley School