



11th November 2019

RE: School Response to Persistent Late Pupils

Dear Parent or Carer

At Bournville School, pupils late to school but arriving before the registers officially close at 9:30am will be marked as L for lateness in their register. All pupils who are late past this time will be marked in the register with a U code, unauthorising the lateness. The U code affects overall attendance percentage of pupils as they have not arrived to school within the morning registration period. Parents of pupils who accrue U codes are at risk of possible legal action.

In an effort to speak to pupils who are regularly late, Senior Leadership will be running regular 'Late Gates' at school, stopping any pupil who are late after the expected time of 8:35am to discuss reasons for lateness. Parents will be informed via letter if their child has been stopped for being late to school on these days. Pupils regularly late will be referred to our CSAWS Attendance and Welfare Officer, who may invite you in to discuss this issue.

The first Late Gate will run in the week of 11th November 2019.

We thank all those who are punctual and ready for their school day. We hope raising this issue will allow parent/carers of those regularly late to address this issue early and improve arrival times to school. If you have any need of support with this, please contact our Attendance Officer in school on 0121 475 3881 to discuss.

Yours sincerely

Mr J Dovey
Deputy Headteacher