

7th March 2023

PROFESSIONAL PUNCTUALITY – BEING ON TIME TO SCHOOL!

Dear Parent/Carer,

At Bournville School we believe that all of our pupils should be **Ready, Respectful** and **Safe**. As part of our collective aim of improving behaviour and driving up standards, we would like to work with all stakeholders to improve punctuality to school. There is a clear link between attendance and attainment. The more time a pupil spends in school, the more likely they are to improve their opportunity to fulfil their true potential. This is why we are launching **Professional Punctuality** at Bournville School. We are firm believers that punctuality is a habit and will help develop professionalism and is a key component on achieving success in the future.

As you are aware, school starts at **8:30am**, with a short registration and Lesson 1 now starting at 8:40am. Form time has moved to the middle of the day to allow us to split lunches. To be professional, it is important that we all appreciate how **'every minute counts'** and with lessons starting sooner, it is crucial not miss learning time (see below):

EVERY MINUTE COUNTS	
Minutes late?	Impact on attendance in a year
5 minutes a day	3.4 days 98.4% Attendance
10 minutes a day	6.9 days 97.6% Attendance
15 minutes a day	10.3 days 94.6% Attendance
20 minutes a day	13.8 days 92.9% Attendance
30 minutes a day	20.7 days 89.2% Attendance

The Department for Education advises schools to maintain high punctuality standards as part of their attendance procedures. With this in mind, we will be introducing a sanction of a 20-minute detention after school on the day of a late arrival in the morning. Pupils will be classed as 'late' if they fail to make it to Elgar Foyer by 8:35am, with parents/carers receiving a text notifying them of the detention by the afternoon. If there is a valid reason for being late, you must call Reception to pass on your reason to the Attendance Team. If your child is frequently late, we may ask to meet with you (or discuss over the telephone) to identify any issues that are causing your child's late arrival.

Persistent punctuality concerns:

If your child has twenty or more unauthorised late marks in the morning register and we have not been able to work with you to identify issues that are causing your child to arrive late for registration, the matter could be referred to the **Education Legal Intervention Team (ELIT)**, where a fine could be issued.

We are aware that some parents/carers have multiple school drop-offs to complete in the morning or have greater distances to travel, which means being punctual to school becomes difficult. We remind you that our gates open at 08:00am (breakfast is available), so earlier drop-offs (plus earlier arrivals) are available and we urge you to make arrangements to ensure that your child is punctual.

Professional Punctuality will launch on Monday 13th March 2023 and we look forward to working with you to ensure that all pupils are on time to school and ready to learn at Bournville School.

If you have any concerns or questions in regards to punctuality, then please feel free to contact myself (h.sami@bournville.fmat.co.uk) or K Wheeler (k.wheeler@bournville.fmat.co.uk). You may also get in contact with our Heads of Year (details are listed below):

Attendance Lead: k.wheeler@bournville.fmat.co.uk	Year 9: c.chilton@bournville.fmat.co.uk
Year 7: k.allen@bournville.fmat.co.uk	Year 10: d.gorman@bournville.fmat.co.uk
Year 8: g.ellis@bournville.fmat.co.uk	Year 11: e.boyle@bournville.fmat.co.uk

Yours sincerely,



H Sami

Vice Principal

Pastoral & Raising Standards