

23<sup>rd</sup> May 2023

## PROFESSIONAL PUNCTUALITY – BEING ON TIME TO SCHOOL – NEXT STEPS

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 continue to work with you all 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. In January we launched our **Professional Punctuality** strategy for 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 Lesson 1 now starting at 8:40am with form time being 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, how it is crucial to not miss learning time (see below):

| EVERY MINUTE COUNTS |                                |
|---------------------|--------------------------------|
| Minutes late?       | Impact on attendance in a year |
| 5 minutes a day     | 3.4 days<br>98.4% Attendance   |
| 10 minutes a day    | 6.9 days<br>97.6% Attendance   |
| 15 minutes a day    | 10.3 days<br>94.6% Attendance  |
| 20 minutes a day    | 13.8 days<br>92.9% Attendance  |
| 30 minutes a day    | 20.7 days<br>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 continue to issue 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 will may ask to meet with you (or discuss over the telephone) to identify any issues that are causing your child's late arrival.

Following the May Half Term break, **week commencing 5<sup>th</sup> June, we will be closing the gate for students that use the entrance on Griffins Brook Road at 8.35am**. Any student arriving after that time will be expected to make their way to Bronte Reception, and enter via the main school entrance (next to the main car park). Here they will receive their late mark and subsequent detention.

**Persistent punctuality concerns:**

A 'U' code for lateness is issued when a student arrives after 9.00am – in essence they are late beyond a what is considered a reasonable amount of time. If your child has twenty or more unauthorised late marks (U Codes) 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. You will be notified if your child is accruing 'U' codes on a regular basis and at risk of becoming persistently absent as a result.

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 appropriate arrangements to ensure that your child is punctual.

**Professional Punctuality - Next Steps will launch on Monday 5<sup>th</sup> June 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](mailto:h.sami@bournville.fmat.co.uk)) or K.Wheeler ([k.wheeler@bournville.fmat.co.uk](mailto:k.wheeler@bournville.fmat.co.uk)). You may also get in contact with our Heads of Year (details are listed below):

|   |  |
|---|--|
| Attendance Lead<br><a href="mailto:k.wheeler@bournville.fmat.co.uk">k.wheeler@bournville.fmat.co.uk</a> | Year 9 – <a href="mailto:e.boyle@bournville.fmat.co.uk">e.boyle@bournville.fmat.co.uk</a>    |
| Year 7 – <a href="mailto:k.allen@bournville.fmat.co.uk">k.allen@bournville.fmat.co.uk</a>               | Year 10 – <a href="mailto:d.gorman@bournville.fmat.co.uk">d.gorman@bournville.fmat.co.uk</a> |
| Year 8 – <a href="mailto:g.ellis@bournville.fmat.co.uk">g.ellis@bournville.fmat.co.uk</a>               | Year 11 – <a href="mailto:e.boyle@bournville.fmaty.co.uk">e.boyle@bournville.fmaty.co.uk</a> |

Yours sincerely,



H Sami  
**Vice Principal**  
*Pastoral & Raising Standards*