



May 2023

Dear Parent/Carer

## Attendance and Punctuality

Attendance at school is incredibly important and regularly missing school or parts of lessons through lateness has a considerable impact on a child's progress and wellbeing at school.

We understand and accept that sometimes there are circumstances beyond control (i.e. an accident causing traffic delays) however we are concerned that some students are struggling to make it to school on time and are missing vital learning and interactions with staff.

Those who travel by public transport should use services that get them to Backwell village to be in school for 8.40am – the school library and canteen are both open from 8.00am for students to use.

### A few key reminders about the start of the school day:

- All Backwell School students should be on the school site at 8.40am as Tutor Time begins at 8.45am.
- The school day is made up of Tutor Time (20 minutes) and six lessons (50 minutes).
- Tutor time is a very important part of the day; offering a wellbeing check for students and important notices as well as compulsory personal development learning and discussion for all year groups. It is also an essential registration point so that we know which students are on site from a fire safety and safeguarding point of view.

### If your child is late to school they must:

Arrival time at School	Action
After 8.40am and before 9.00am	Report to their tutor in their tutor base/assembly immediately explaining why they are late. If a tutor has a concern about this, or notices a pattern, they will contact home to discuss further.
Anytime after 9.00am	Report immediately to Reception to sign in and speak to a member of the School Leadership Team (SLT) about why they are late to school.

### Term 6 onwards – After School Sanctions

From Monday 5 June students who arrive at school after 9.00am *without a valid reason* will be kept at school until 4.15pm that same day.

- Backwell School has the [right to issues sanctions to be served immediately after school](#) and parent/carers will be notified by email (same as an award or sanction notification from Frog) if their child is required to stay behind.
- The 'Late Bus' offers transport home for those living in Yatton, Kingston Seymour, Cleeve and Long Ashton and leaves the school site at 4.30pm. School staff can also help students identify suitable public transport departure times to get home if they use the public bus or train.
- Please note those who arrive significantly late without a valid reason to school on a Friday will serve an after school sanction on the following Monday.

For those students who arrive at school on time, or are late with a valid reason (please note overslept/missed the bus etc is not a valid reason), then after school sanctions will not apply.

These new sanctions, and the emphasis on punctual arrival at school, is part of our wider focus around attendance at school, including working with the Educational Welfare Officer, as per the Trust-wide Attendance Policy. You can read a copy of the LSP Attendance Policy [here](#). If you have any concerns about your child's attendance at school please contact the relevant pastoral staff.

Thank you for your support on this matter.

A handwritten signature in black ink, appearing to read 'J. Nunes'. The signature is written in a cursive style with a large initial 'J' and a long, sweeping underline.

Mr J Nunes  
Headteacher