Hadleigh
High School

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Penrose Learning Trust

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Dear Parents and Carers,

I am writing to share an important update regarding our **school day, morning entry procedures and punctuality strategy.**

Establishing strong morning routines helps students start their day calmly and sets them up for success both in and out of school. Arriving on time ensures students do not miss essential learning, key announcements, or vital pastoral check-ins during morning tutor time. In line with statutory Department for Education (DfE) guidance, schools are expected to set high standards for punctuality and work closely with families to remove any barriers to regular, on-time attendance. As part of Penrose Learning Trust, we share a commitment across our partner secondary schools to maintain a calm, orderly environment where every student arrives ready to learn.

We know that morning routines can be busy, and we greatly appreciate your partnership in supporting your child. If you bring your child to school by car, we kindly ask that you plan your journey to ensure they arrive before 8:25 am. Dropping students off after 8:25am means they will miss the gate closure and be marked as late. For students who walk, we encourage families to review morning departure times together to build in a buffer for weather, traffic, or meeting up with friends so that students arrive before 8:25am. By supporting these morning habits at home, parents and carers play a vital and direct role in setting our young people up for a successful day.

Key System Changes:

Following a review, we are replacing the previous 10-minute daily detentions (D10s) with a clearer, more impactful structure designed to bring about positive habit changes.

School Gates Close at 8:25 am: All students must be on site before 8:25 am. Gates will be locked at 8:25 am, and any student arriving after this time must sign in at main reception.

Warm Welcome & Triage at the "Late Gate": A dedicated member of staff will greet late arrivals, check phone pouches, and help address any morning worries or issues before students' head to class.

Arbor: Each time a student arrives late, an email notification is sent to parents via Arbor and negative points will be logged on their behaviour record.

- **1st & 2nd late:** Email notifications sent home as a reminder and opportunity to adjust routines.
- **3rd and subsequent lates in a half term:** The student will be issued a 60-minute after-school detention (D60) on the following Monday.

Please note that there is no late bus service on Mondays. It is the responsibility of parents and carers to arrange transport home for students attending a Monday D60.

Our primary aim is always to work in partnership with you to support your child in establishing positive routines. However, if late arrivals continue to accumulate, we have a structured process to ensure appropriate intervention and clarity on next steps:

Early Intervention & Outreach (Levels 1–3):

For initial repeated lateness, form tutors will monitor progress, and automated Arbor alerts will keep you informed. Reaching 3 lates in a half term triggers a Monday D60 detention, at which point your child's form tutor will reach out to discuss practical support options (such as Breakfast Club access, time-management mentoring during tutor time, or catch-up support).

Formal School Meeting & Tailored Support Plan (Level 4):

If a student continues to be late after initial detentions and interventions, we will invite parents/carers into school for a formal meeting. The purpose of this meeting is to explore any underlying difficulties, listen to your family's needs, and co-create a tailored support plan (which may include a Year Leader punctuality report and Family Liaison Officer support) to help your child get back on track.

Statutory Notices (Level 5):

While our focus remains firmly on support, we must also ensure that national standards for school attendance are upheld. Should supportive measures fail to resolve persistent lateness and a student reaches 10 or more unauthorised late marks, the school may be required to initiate formal legal processes, which can include the issuance of a Fixed Penalty Notice.

We are sharing these steps so that all families have full clarity on how the system works. Our ultimate goal is to catch issues early, offer meaningful help and ensure every student gets the very best start to their school day. If your child is struggling to get to school on time, we offer practical help, including:

- Morning Breakfast Club access
- Soft starts and reception check-ins
- Time-management and pastoral intervention work during tutor sessions
- Academic catch-up plans for missed learning
- Family Liaison Officer (FLO) support

The systems described are to support students in developing good habits in time keeping. If there are exceptional circumstances which have caused occasional lateness, we ask that you contact the school office on support@hadleighhigh.net and we will amend our systems accordingly.

Kind regards,



Nicola Shingleton
Headteacher