

DM/JMH

5 June 2025

Dear Parent/Carer



Re: Student Punctuality

As you know, Chaucer School has seen a significant improvement in attendance this academic year, and I would like to thank you for your support in helping bring this about. There is, however, one area of attendance that has not improved and that is punctuality. Over the course of the year, we have seen an increase in the number of students arriving late to school and this is now an issue that we are looking to address.

From next Monday onwards (9th June), the main gate to school will be closed at 8.35am, 5 minutes earlier than it does currently. This closing will coincide with sounding of the late bell and all students who have not yet arrived in their form rooms will be marked late. Any students who have not yet entered the building will have to sign in with a member of the Attendance Team at the main office, and a record will be kept so that we can identify students who are persistently late. Any student that is late twice in a week without a valid reason already receives a detention but, additionally, we will be looking to set up School Attendance Panels (SAPs) with the parents of students who are persistently late so that this can be tackled.

Previously, we have only used SAP meetings for attendance concerns, but we are shifting this focus to include lateness so that students do not miss out on valuable learning time. If a student is late by 25 minutes per day, they lose nearly **2 hours of learning every week**. Over the course of a 6 week half term, that equates to **nearly two and a half whole days of school**. Form time in the morning is particularly important, as students work on their personal development and, in years 10 and 11, prepare for work experience and post-16 applications, so it is vitally important that it is attended by everyone.

I want to reassure you that we will continue to understand that it is difficult for students to get to school on time, in certain circumstances. In times of poor weather, we will continue to use lateness and footwear amnesties as we have done over recent times. If you feel your child has a particular issue that they need support with, as always, feel free to contact the Attendance Team at school either by phone or on the following email address: attendance@chaucer.sheffield.sch.uk and we will look to help.

I would like to thank you in advance for your support on this latest push to improve all aspects of attendance.

Best wishes,

Dave Mountford

Assistant Headteacher for Attendance



Chaucer School, Wordsworth Ave, Sheffield, S5 8NH

Headteacher : Joanna Crewe

enquiries@chaucer.sheffield.sch.uk

www.chaucer.sheffield.sch.uk

0114 232 2338