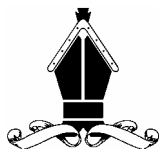


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The Archbishop Lanfranc School

A Specialist School
Headteacher: D C Clark BA (Oxon)

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20 May 2010

Dear parent/guardian

Re: **Attendance and punctuality**

The children at The Archbishop Lanfranc School have been praised for excellent attendance by a variety of different people in the past, for example, OFSTED, London Challenge, School Improvement Partner and Education Welfare. We can see by the high numbers of children being entered for the Attendance Prize Draw each term that parents and children make good attendance a priority. The children know that good attendance is linked with good attainment: you have to be in school to learn.

A small number of children have poor timekeeping records. In an attempt to improve punctuality to school and attendance at all lessons we are introducing a change to the existing 'late detention policy'. **If your child arrives late to registration/school s/he will have to complete a detention the following day.** We will presume consent unless you notify us that your son/daughter is unable to attend the detention on a particular day. As usual with school detentions 24 hour notice will be given to your child. Notice will be given as a consequence of registering late.

Obviously, where there is a good reason for lateness (for example if a medical appointment card is shown) a detention will not apply.

Please support us in making sure that your child understands the importance of being present for the full school day.

Yours sincerely

Ms J McCarthy
Deputy Headteacher (Inclusion)

