

Our ref: ljm/AAL/Correspondence

9 July 2025

Dear Parent/Carer,

RE: IMPORTANT UPDATE ON SCHOOL ATTENDANCE AND LATENESS POLICY

I hope this message finds you well. At The City of Leicester College, we are committed to providing every student with the opportunity to thrive—both academically and personally. A key part of this is ensuring excellent attendance and punctuality, which we know contribute significantly to students' long-term success.

From August 26th we will be making some important changes to how we manage lateness to school. These updates are rooted in our belief that strong habits build strong character, and that by arriving on time, students set themselves up for a productive and positive day of learning.

Key changes include the following:

- Clearer expectations for morning arrival, with all students expected to be **with their tutor groups by 8:30am**
- Students who arrive after 8:30am without a valid reason* provided by their parent/carers will receive a **C3 sanction**, which carries **three negative behaviour points** and a **20-minute detention after school**
- Any student who fails to complete their detention in the week, will be required to stay until **4:00pm on Friday with a member of the senior team**
- Ongoing support and interventions for students who face challenges with punctuality

**Please note that students regularly running late due to traffic is not a valid reason*

These changes are about promoting responsibility and helping all students build the habits that lead to achievement. We believe that a focus on punctuality nurtures self-discipline and resilience - qualities essential for success both in and beyond school.

We kindly ask for your support in reinforcing the importance of attendance and punctuality with your child. Together, we can ensure all our students develop the character they need to succeed and thrive.

If you have any questions about the changes or would like to discuss how we can support your child, please do not hesitate to get in touch.

Yours sincerely,



Amy Lidbury
Assistant Headteacher (Pastoral)