The Fermain Academy
Beswick St | Macclesfield | SK11 8JF
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Dear Parent/Carers,

Re: Importance of Punctuality and School Attendance

Firstly, we would like to thank the many families who continue to ensure their children arrive to school on time each day. Your continued support helps students start their day positively and contributes greatly to the smooth running of our school community.

We would like to take this opportunity to remind all parents and carers of the importance of punctuality. Arriving promptly helps students begin the day calm, prepared, and ready to participate fully in their learning.

School opens at **8:45am**, during which time students can access a variety of breakfast options**.** All students are expected to arrive by **9:00am**, prepared for the day ahead, so that lessons can begin **promptly at 9:15am**. When a student arrives late, it disrupts their own learning, affects the learning of others, and can significantly impact their overall attendance record.

We fully understand that there may be occasions when circumstances make punctuality difficult. In such cases, it is vital that parents and carers keep the school informed as early as possible. Maintaining good communication helps us to provide support where needed and ensures that lateness does not escalate into further attendance concerns.

Please be aware that **persistent lateness** can be recorded as unauthorised absence. In line with local authority guidance, ongoing unauthorised lateness or absence may lead to a **Penalty Notice** being issued. We want to avoid this wherever possible, and we will always work closely with families to address any challenges before formal action is considered.

We appreciate your ongoing cooperation in helping your child maintain good attendance and punctuality. By working together, we can promote positive routines and ensure every student has the best possible start to their school day.

If you have any questions or feel you may require support with punctuality or attendance, please do not hesitate to contact the school.

Yours sincerely,

Rachel Ward
Designated Safeguarding Lead