



# Cardinal Newman Catholic High School

Specialist Maths and Computing College

Headteacher: Ms J Langstaff

Dear Parents,

Punctuality is a life skill and at Cardinal Newman High School we want our students to establish good routines and habits in preparation for the rest of their lives. If a student is just **5 minutes late every day** – that adds up to over **3 days lost each year**. If a student is late by **15 minutes each day**, that is the same as being absent for **2 weeks per year**. On-going lateness (after the register has been taken) is classified as an unauthorised absence.

We expect all of our students to be on site by **8:40 a.m.** so they can begin the day promptly. As of Tuesday 18th September 2018, the entry gates will be locked at 8.40 a.m. and late students will be registered in the Assembly Hall. Students who are late on two separate occasions will be detained on a Friday evening from 3p.m. - 4 p.m. Students who arrive into school after the register has closed (after 9.00 a.m.) will receive an automatic Friday night detention. Failure to arrive for this detention will result in an onsite exclusion in the Remove Room until 4p.m.

We understand that there may be rare occasions when students are unavoidably late due to unforeseen circumstances, on these occasions please make sure that you contact the school office to inform us.

Thank-you for your continued support

Yours sincerely

H Jackson  
Attendance Officer

