



28th January 2020

Dear Parents/Carers,

Re: New entry to school/ late procedure

As from Monday the 3rd February we would request that all students enter school via the side gate by the church of St Peter and St Paul. This is a matter of health and safety and will leave the main gates available for all vehicle entries only.

I would like to take this opportunity to remind parents/ carers that students are expected to be in school by 8.30am ready for registration at 8.40am. Any student who is late up to 9.30am will receive a L (Late code) and must enter in through the front reception and speak to the Attendance Officer Mrs Dady.

After 9.30am, even if a student is in school, they will receive a U code which is the equivalent of an unauthorised absence for that session. If unauthorised late arrival continues, parents /carers will be contacted and a meeting will be arranged to discuss this. If no improvement is made, a penalty notice may be requested from the Local Authority, Lincolnshire County Council.

Thank you in advance for your support in this matter. If you would like to discuss any aspect of this letter, please contact the academy on 01522 871400.

Yours sincerely

R Le Caplain
Headteacher.