

12th September 2023

Etone College
www.etonecollege.co.uk

Dear Parent/ Carer

Punctuality

As we begin another exciting academic year I would like to take this time to provide some key messages regarding punctuality at Etone College.

You will be aware we expect our pupils to be on site in their form rooms by 8:45am. Where pupil's arrive late, they will receive a break time detention with appropriate sanctions for further instances of lateness. We strive to ensure that pupils make the most of every second of their learning and pupil's are prepared for their futures in the workplace.

The table below highlights potential lost learning time across an academic year:

Minutes late PER DAY during the school year	Days of learning lost in a YEAR
5 mins	4
10 mins	7
15 mins	11
20 mins	14
25 mins	21

As you can see the impact of poor punctuality will in turn impact the ability for your child to achieve their full education and will lead to gaps in their learning, in turn impact the possibilities open to them in the future.

In a recent study of the top 100 employers, organisation and punctuality were listed as the most important qualities these businesses look for from their employees. By installing that sense of timeliness early on we are ensuring our pupils value the need to be on time for each day, lesson and activity.

We understand that occasionally unexpected circumstances can lead to delays in travel. Where it is possible we promote pupils building in additional time on their journeys to alleviate the pressures of this. We would also encourage them to take responsibility for checking any scheduled traffic delays in the same way this would be expected within the workplace.

We would like to share some of our own guidance and support that you can access in the first instance:

Attendance and Punctuality Guide: Designed to be easy to read and navigate to provide advice and important information about why attendance matters at Etone and the detrimental impact of missing time in school for unnecessary reasons. You can find the link here: <https://shorturl.at/puyU6>

Attendance and Punctuality Webpage: Hosts our regular updates and news stories here: <https://shorturl.at/eloNO>

Attendance Policy: Which should answer any potential questions: <https://shorturl.at/cfnqz>

Finally, I would like to take the opportunity to thank you in advance for your support this year in ensuring your child achieves excellent punctuality.

Kind Regards,

Mr I Smith
Headteacher



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