

St Luke's Science and Sports College

A Church of England (VC) School founded in 1873

Harts Lane

Exeter

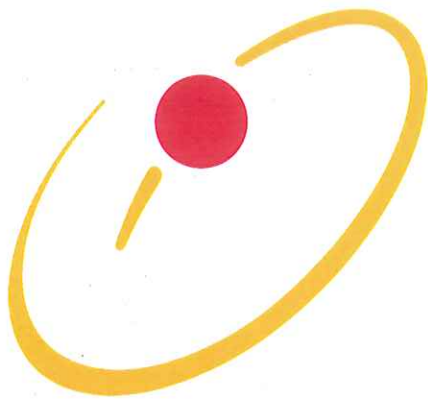
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Principal: Dave Holt



13th May 2015

Dear Parent/Carer

Science

RE: Formal Closing of AM Registers



Each year the College is required to review our Attendance Policy and make any necessary changes to reflect current guidance and best practice. The aim of this is to achieve a good level of attendance for all of our students and as such maximise their learning and achievement.

I am writing to inform you that from Monday 1st June 2015 registers will formally close at 9.05am (the end of the tutorial period) instead of the current time of 9.15am. This will have no effect on the start of the school day which still remains at 8.45am, although students are encouraged to be on site from no later than 8.40am to ensure they maximise their time in tutorial which is an important aspect of our curriculum. Students who arrive too late to attend tutorial will be marked as absent for the morning session. This will be classed as an unauthorised absence if the college is not aware of any valid reasons for the lateness.



In addition, any student that arrives in College later than 8.50am, without a valid reason, will be placed in detention during that lunchtime in line with our College behaviour policy.

St Luke's will continue to work with students and their families to address any concerns and issues relating to attendance and lateness. Please contact the attendance team at the school if you would like further advice or guidance.

Please rest assured that these changes are being put in place for the benefit of all students to ensure they secure the very best achievement. Attendance and punctuality is a key part of our raising standards strategy and we are grateful for your continued support.

Yours faithfully

Mr D Holt
Principal

