HAMSTEAD HALL
ACADEMY
PART OF THE HAMSTEAD HALL ACADEMY TRUST

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6th November 2026

Dear Parents and Carers,

Improving Punctuality and Maximising Learning Time

Following the introduction of our revised school day in September, we deliberately allowed students and families a half-term period to adjust to the new arrangements and routines. As we now move into the next phase of the academic year, we are launching a renewed focus on punctuality to ensure that every student is able to maximise their learning opportunities and achieve their full potential.

As a reminder, students are expected to be on-site and have arrived through the main school gates no later than 08:40am. **Period 1 lessons begin promptly at 8:45am**. By this time, all students are expected to be **sat in their classrooms, equipped and ready to learn**. This is a consistent expectation for every student across the Academy.

Punctuality is not simply about arriving on time; it is about ensuring that students do not miss valuable learning opportunities. Research published by the Department for Education (DfE) consistently demonstrates a clear link between attendance, punctuality and academic achievement. Lost learning time, even when accumulated in small amounts each day, can have a significant impact on a student's attainment and progress over time. Students who arrive late can miss essential lesson introductions, key instructions, retrieval activities and opportunities to engage positively with their learning from the outset. Furthermore, late arrival can disrupt the learning of other students and create unnecessary barriers to success.

To support our drive for improved punctuality, we will be making a small adjustment to our current procedures.

From Monday 9th November, any student who is **not in their Period 1 classroom by 8:45am** will receive a late mark and will be issued with a **same-day 30-minute punctuality detention**.

Students and parents/carers will be notified of the detention through our usual communication channels. If a student does not attend this detention, the matter will be escalated in line with the Academy's Behaviour Policy and sanctions system.

We recognise that there may occasionally be exceptional circumstances that affect punctuality. However, we know that the vast majority of students can arrive on time when supported by clear routines at home. We therefore ask all parents and carers to work closely with us by ensuring that their child:

- Has a consistent bedtime routine.
- Prepares their equipment, uniform and belongings the night before.
- Allows sufficient time for their journey to school.
- Arrives on site in good time to reach their classroom before 8:45am.

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By working together, we can help every student develop the habits of responsibility, organisation and punctuality that will not only support their success at school but also prepare them for future education and employment.

We appreciate your continued support in helping us maintain the highest standards for all students and look forward to working together to ensure that every child starts each school day ready to learn.

Kind regards



Miss Stevenson
Assistant Headteacher - Pastoral