

10<sup>th</sup> February 2026

Dear Parents and Carers,

**Update to Lates Procedure**

We are writing to remind families of our high expectations for punctuality at Fulwood Academy and to inform you of an update to our procedures, which will come into effect after the half-term break.

Following a recent review of attendance and punctuality data, we have identified an increase in pupils arriving late to school and feel it is important to address this.

At Fulwood Academy, we expect all pupils to arrive on time each day so that lessons can begin promptly and learning is not disrupted. Pupils receive valuable key messages during Tutor time and in Assemblies at the beginning of the day.

**From Monday 23<sup>rd</sup> February 2026, after half term, the following system will be in place:**

- Detentions will be issued for lateness to school. These will run until 4:00 pm on the day of lateness.
- 2 lates in any week will also result in a break and lunch detention to catch up on key messages missed.

These measures are intended to reinforce our expectations, support positive routines and ensure all pupils get the information intended for them and they are fully prepared for the school day.

We kindly ask for your continued support in ensuring your child arrives at school on time each morning. If you have any questions or concerns regarding these expectations, please do not hesitate to contact the academy.

Thank you for your ongoing support.

Yours sincerely,

Miss A Reynolds  
**Attendance Manager**