



Executive Headteacher:
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St Martin's School

Be the best you can be

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17 September 2025

Dear Parents and Carers

Re: Punctuality to Lessons and Registration

Registers are taken at the beginning of every lesson and during form time. This is a vital part of our **Safeguarding policy**, as it ensures we can account for all pupils throughout the school day. Punctuality is also crucial for academic success, as arriving late to lessons means missing key learning moments, such as **recap tasks**, **instructions**, and the **introduction of new topics**.

To support punctuality, we have built **transition time** and **five-minute warning bells** into the school day, giving all pupils ample time to move between lessons. Pupils are also expected to use break and lunchtime to **refill water bottles** and **visit the toilet**, so that lesson time is not disrupted.

To address issues of lateness, the following procedures are in place:

- **Late to Registration:** Any pupil late to morning line up, including pupils outside the Year Office without a legitimate reason, will receive a **same day 20-minute after-school detention**.
- **Late to Period 1, 2 or 4:** Lunch time detention the following day.
- **Late to Period 3 or Period 5:** These periods follow break and lunch, respectively. A late mark to either of these lessons will result in a **40-minute after-school detention on the next available detention slot**.
- **Two or More Lates in One Day:** If a pupil is late to two or more lessons in one day, they will be placed in the **Return to Learning Room** the following day and receive a **60-minute after-school detention**.
- **Three Lates in a Week:** Accumulating three or more late marks in a single week will also result in placement in the **Return to Learning Room**.

We ask for your support in reinforcing with your child the importance of punctuality. Not only does this help them avoid sanctions, but it also sets them on the path to academic success by ensuring they are present and ready to learn from the very start of each lesson.

Thank you for your continued support.

Yours sincerely

Mrs L Potter
Director KS4



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