

Ballakermeen High School



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Dear Parents and Carers

Last December, I wrote to you regarding the importance of attendance and punctuality, and our approach to supporting these. We regularly talk to students about striving for a minimum of 95% attendance, and all students are expected to be present for line-up and registration (or assembly) by 8:50 am. Our line-up routine is a vital part of the school day, setting the tone and ensuring that every child is ready to learn. We cannot afford any distractions from learning, whether through absence, lateness, or a lack of organisation. We believe that every second counts, so I am pleased to note that only one student across the school was late after registration today and this shows a positive attitude to school and learning.

The impact of punctuality and attendance, on outcomes is clear. Looking at this year's examination results, over 75% of students with attendance above 95% achieved five or more A*-C grades, including English and Maths, whereas only nearer 20% of students with attendance below 90% achieved the same measure.

Our Attendance and Punctuality Policy is available on the school website and consequences will be applied consistently where a student arrives late, unless there is a significant event affecting many students. Any such exceptions will be communicated by the school when applicable.

Summary of our punctuality policy

- Registration begins at 8:50 am with year-group line-up and tutor time, which is a compulsory part of the school day.
- Students arriving late during Period 1 (before 9:10 am) must report immediately to their line-up or tutor room and sign in.
- Two late marks in a week will result in an after-school detention.
- Students arriving after 9:10 am must sign in at reception and will receive a late stamp in their planner and a same-day 40-minute detention.
- Arrivals after 9:30 am will be recorded with an @ code and will result in a one-hour SLT detention on the same day.
- Oversleeping, missing the bus, or general traffic delays are not acceptable reasons for lateness.
- Only exceptional circumstances affecting many students, such as severe weather or a serious incident causing a road closure, will be considered valid exemptions.

For clarity, pre-arranged and notified medical appointments do not fall under this policy, and a delayed start to the school day in these circumstances will not be sanctioned.

Consistent attendance and punctuality help to maintain high standards, ensure that your child benefits fully from the education we provide, and establish positive habits for future employment and adult life.

Thank you for your continued support.

Yours sincerely

Graeme Corrin
Headteacher

OUR VALUES:
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Kindness
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Honesty
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Respect
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