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9 June 2025

Dear Parents/Carers

School Attendance Policy

This is a reminder that our Attendance Policy highlights the importance of being punctual:

Being late to school has a significant impact on the amount of learning time lost over a school year. The table below will help you understand how much time is lost by being regularly late.

Minutes late per day	Number of days over a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

Late arrival to school is unacceptable. If a student is not in their tutor room by 8.55am they will receive Code L on the register. Tutor time finishes at 9.10am and any student that arrives after 9.25am will be marked as absent using Code U, or another absence code that it is more appropriate. Cardinal Heenan Catholic High School is alert to patterns of late arrival and as such late arrival could provide grounds for prosecution or a Penalty Notice being issued.

The register for the afternoon session will be taken at 1.40pm and will “close” at 2.10pm.

Please note the update to the behaviour policy (attached) regarding U codes. Students late to school after registers close will receive an L4 sanction (afterschool detention).

With kind regards

Yours faithfully

Mr D Mangan
Deputy Headteacher/Designated Safeguarding Lead

