



Thursday, 20th November 2025

Dear Parents and Guardians,

Re: Secondary Updates to Attendance and Punctuality Procedures

At Capital School, we believe that every pupil deserves to start each day calm, confident, and ready to learn. Regular attendance and punctuality are simple but powerful habits that build responsibility, maximise learning time, and help pupils feel connected to the rhythm of school life.

To further strengthen these positive habits, we have made a few small updates to our attendance and punctuality procedures, which will take effect from **Sunday, 23rd November**.

Morning Registration

Registration begins promptly at **7:45 a.m.** Pupils must be in their designated form rooms by this time. Any pupil arriving after registration has been completed will be marked as late.

Tracking:

Each late arrival is recorded in our school system and reviewed both weekly and cumulatively across the half term.

Consequences:

- **3 late arrivals in one week**
 - **Sanction:** 30-minute after-school detention on the following **Sunday**
- **5 lates within two weeks, 8 lates within three weeks, or 10 lates within four weeks**
 - **Sanction:** 30-minute detention each time the threshold is reached

Lesson Punctuality

Pupils are expected to arrive on time to every lesson throughout the school day. Being late to class disrupts not only their own learning but also that of their peers.

Tracking:

Subject teachers record lateness electronically for each lesson. These entries are reviewed weekly and cumulatively over the half term, separately from morning punctuality.



Consequences:

- **3 late lessons in one week Sanction:** 30-minute after-school detention on the following **Monday**
- **5, 7, or 9 late lessons** across consecutive weeks
- **Sanction:** 30-minute detention each time the threshold is reached.

Our goal is to identify patterns early, offer appropriate support, and help pupils re-establish strong routines, not to penalise unnecessarily.

All attendance and punctuality levels will be monitored and reviewed on a half-termly basis and further sanctions may be implemented in accordance with the school policies.

☀ **Recognising Excellent Attendance and Punctuality**

Just as we follow up on lateness, we're equally committed to celebrating pupils who show exceptional consistency and commitment:

Weekly: Tutors recognise pupils and form groups with excellent punctuality, celebrated during assemblies.

Half-Termly: Pupils achieving **95%+** punctuality receive certificates and letters of recognition, while those with **100%** are celebrated in assembly and may receive a small token of appreciation.

Termly and Annually: Pupils maintaining **98%+** attendance and punctuality earn commendations, personalised letters from senior leaders, and a place on our *Wall of Excellence*. Some will also be invited to a special breakfast or celebration event.

These recognitions reinforce our belief that reliability, consistency, and readiness to learn are achievements worth celebrating.

Thank you, as always, for your continued support in helping our pupils develop habits that will serve them well in school, in further study, and in life beyond the classroom.

Warm regards,

Mr. Scott Holden
Head of Secondary