Outwood Academy Carlton
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Principal: Mr Paul Taylor

Thursday 9th October 2025

Dear Parents/Carers,

We are writing to inform you of an important change to our morning arrival procedures, designed to ensure punctuality, minimise disruption, and maximise student learning time at the start of the day.

**This new procedure will be effective from Monday 13th October 2025.**

To reinforce the importance of being on time, the process for students arriving after the scheduled start of the academy day will be changing:

- From Monday 13th October 2025, the Student Entrance doors will be locked precisely at 8:30am.
- 8:30am – 8:45am (Canteen Entrance): Any student who arrives after 8:30am will be directed to the canteen doors (located near the construction classrooms). Students will be greeted by a member of the Senior Leadership Team (SLT) and the Attendance Team.
- If students do not arrive on time via the Student Entrance doors by 8:30am and are subsequently directed to the canteen doors, they will be recorded as late and immediately issued a C4a consequence.
- After 8:45am (Main Reception): The canteen doors will only remain open for 15 minutes. At 8:45am, these doors will also be locked, and students arriving after this point will be directed to the Main Reception/Main Entrance.
- Please note that students who arrive after 8:45am and report through Main Reception could be issued with a 'U' code on the register and this absence would be recorded as an unauthorised absence.

Students have been informed of these changes in detail during assemblies held this week. These changes are necessary because being late to the academy on a regular basis causes significant lost learning for your child, disrupts the start of lessons for all students, and inhibits the embedding of key routines.

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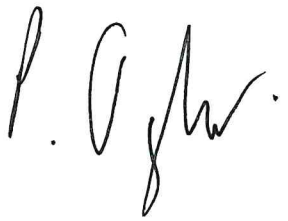
We know that strong attendance is directly linked to better academic outcomes. Our data consistently shows that students who have above 90% attendance have significantly better outcomes than those students with less than 90% attendance. Punctuality is a crucial component of this overall attendance standard.

We appreciate your support in ensuring your child arrives at the academy on time every day, ready to learn.

Yours faithfully,



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