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Dear Parent/Carer,

As part of our ongoing work to **encourage good attendance and punctuality**, we are making a small change as to how we manage lateness to the Academy.

From 10th November 2025 students who are late to school, arriving **after 8.20am**, will no longer receive an instant detention. Instead, we want to focus on supporting and encouraging students to arrive on time each day.

However, if a student is **late twice within a five-day period**, they will receive a one-hour after-school detention. These detentions will happen after school on 2 designated days in the week – pupils will be informed with a detention card delivered directly to them (with a date, time and place on). Parents will be informed via Edulink.

This change is designed to:

- Encourage students to attend and arrive promptly without the immediate pressure of a same day sanction.
- Provide a fair and consistent approach for all students.
- Reduce the overall number of detentions, while still promoting responsibility and good habits.
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We believe this approach strikes the right balance between support and accountability, helping all students start their day positively and ready to learn.

Please continue to encourage your child to leave home in good time each morning so they can arrive punctually. If there are any genuine barriers or difficulties affecting your child's attendance or punctuality, please contact the Attendance Team so that we can provide support.

Thank you for your continued cooperation in ensuring that every student at Ormiston Maritime Academy attends regularly, arrives on time, and is ready to learn.

Kind regards,

Mrs T. I Ramage

Senior Attendance Champion and Assistant Principal

