

4 September 2023

Dear Parents/Carers,

I am writing to inform you of changes to the closing of school registers, in line with the DfE guidance 'Working Together to Improve Attendance', which will take place from 6 September 2023.

The school day commences in tutor groups at 8.25am, and so all students are expected to be on site before 8.20am.

In order for the Academy to adhere to the DfE guidance, we will close the registers at 8.55am, 30 minutes after the start of the school day.


If your child arrives late - after the close of the registers - this will be marked as an unauthorised code in the register. This will result in the whole session being marked as absent, impacting on your child's overall attendance. Persistent lateness to the Academy is likely to lead to a fixed penalty notice.

I kindly request your support in promoting regular school attendance and encouraging your child to prioritise their education. Together, we can help them to reach their full potential and equip them with the skills and knowledge they need to succeed in this ever-changing world. If punctuality is a concern, we will work closely with you and your child to ensure appropriate and early support is offered.



Thank you for your continued cooperation and partnership in your child's educational journey. We look forward to working together to make this academic year a memorable and enriching experience for your child. Should you have any questions or concerns, please do not hesitate to contact the attendance team on attendance@normanby.outwood.com or on 01642 454577 option 2.

Yours faithfully,



Mark Robinson
Principal