



5th January 2026

Dear Parents & Carers

Punctuality to School

We are writing to all parents and carers to emphasise the importance of students arriving to school on time.

Our expectation is that students arrive to school and are ready to learn by 8.30am. Any student who arrives to morning line-up or Learning Period 1 after 8.35am will be recorded as late to school.

Research has shown that students who arrive late to school are greatly disadvantaged because they miss starting the day with their peers. The beginning of lessons is where they receive important information about the day/week ahead. It is also very important that students establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that all students need to develop whilst they are young.

Punctuality and attendance will remain a school focus to allow every student to achieve their potential. We kindly ask for your support in ensuring your child arrives at school on time to prevent disruption to their learning and the learning of others. To support students, we do provide a free Breakfast Club (starts at 8am) and early morning football training (starts at 7.30am). These are available to all students. There is no need to book; students merely need to turn up. For those wishing to take part in football training, they will need to be appropriately dressed and have correct footwear for the 3G pitch – either trainers or football boots (plastic studs, not metal).

As a school, we are required to monitor students' punctuality and attendance. High levels of unauthorised absences or repeated poor punctuality can result in a referral to the Medway Attendance Service, or other agencies, which have a duty to investigate further and could result in legal action being taken against you.

We understand that there may be rare occasions when students are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school absence line at absence@thevictoryacademy.org.uk to inform us when they will arrive, or call the office on 0333 360 2140.

If there are any ongoing reasons which make it difficult for your child to arrive to school on time, please contact Miss Reeve, Attendance Improvement Manager, at wendy.reeve@victoryacademy.tsat.uk so we can discuss these and work together to best support your child.

Yours sincerely

Mr M Fenton

Deputy Headteacher (Inclusion) & Senior Attendance Champion



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