

Educational Services

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Our Ref: MB/EMcK
Date: 15th September 2025



Dear Parent/Carer,

Late Coming – New System

A significant minority of pupils arrive late regularly. There is a direct link between late coming and poor attendance, so we are keen to encourage good habits.

The focus of the new system is to stop persistent late coming that is unnecessary or avoidable and where there is no justifiable reason for being persistently late. Late coming disrupts learning and pupils who are regularly late make less progress than others.

School starts at 8.45 and if a pupil arrives after 8.50am they **MUST** sign in at the late desk so that there is an accurate record of attendance which is required for safeguarding purposes. After the late desk finishes (about 9.15am), they need to register at the office (again for attendance and safeguarding purposes).

To try to improve time keeping and reduce late coming, we are starting a new monitoring system this week. It gives us an accurate record of pupils who are regularly late.

- **4 lates in a term = text home to advise that time keeping is becoming an issue**
- **5 lates = lose 1 merit**
- **9 lates = another text home**
- **10 lates = lose another merit**

Merits are required to attend rewards afternoons, school trips, Christmas dances and the Big Day Out.

Our expectation is that our young people are ready, respectful and responsible. We are stressing that they should be **ready** to learn by arriving on time every day and are **responsible** by getting up in time and planning ahead so that they can be punctual.

We understand that occasionally young people can be late and that there are sometimes issues with buses. We will continue to exercise discretion when this is the case and where we know that young people have additional responsibilities or needs.

Please get in touch with your child's year head or guidance teacher if you wish to discuss anything further. Thanks for your continued support.

Yours faithfully

Mary Byrne
Head Teacher