



RJA/KHA

2nd October 2025

Dear Parents and Carers,

Regular attendance is essential for your child's academic progress, wellbeing, social development and future opportunities. Missing school has a lasting impact-lost learning time can never be replaced. Students should be aiming to achieve an attendance target of 97% or above over the academic year, this is the equivalent of missing 5 or less days.

There are 190 school days in the year, leaving a further 175 days for medical appointments and holidays. Students should only be absent from school in exceptional circumstances.

We also have a growing number of students who are persistently late for school and lessons, again this amounts to lost learning time, which is having a negative impact on students' progress, as well as forming bad habits that will become difficult to break when they enter employment. We will be making changes to our punctuality systems for students who are late for registration. Students who are late to registration but arrive before 8.45am will complete a 10-minute detention with their form tutor. Students who arrive after 8.45am to registration will be issued a 30-minute detention at 3pm on that same day. If punctuality to registration becomes a persistent issue parents will be invited to a school meeting to discuss our punctuality concerns.

Attendance and punctuality are a shared responsibility. By law parents are responsible for ensuring their child is attending school and receiving a full-time education. We are also committed as a school to identify and address any barriers by working closely with you. If you ever have any concerns or need help with supporting your child, please reach out to us.

Attendance lead: Mrs Jackson

Year 9 Attendance officer: Mrs Walker

Year 7 and 8 Attendance officer: Mrs Grumble

Year 9 Year team: Mr Matthews, Miss Williams and Miss Bates

Year 8 Year team: Mrs Kaur, Miss Ireland and Miss Bates

Year 7 Year team: Mr Booton, Mrs Sehmbhy

Yours sincerely

R Jackson

Mrs R Jackson
Assistant Headteacher