

28th November 2025

Dear Parent/Carer & Student

Working Together To Improve Attendance - Because Attendance Matters, Every Lesson & Every Day Counts

We would like to share some information about new strategies to support improved attendance for our students.

We recognise how crucial Attendance is to your child achieving the outcomes they are capable of. Good attendance is linked to better opportunities for college places and future careers and is also important for their social and emotional wellbeing.

We cannot do this without your help. As parents/carers you play a vital role in ensuring that your child attends school on time regularly (regularly is defined as every day the school is open).

Historical data suggests that the run up to the Christmas period can be one of the hardest times to maintain excellent attendance. The darker mornings and nights, colder weather and seasonal bugs can all play their part in reducing a child's motivation to attend school every day.

Therefore, we felt that it was the appropriate time to share with you [The NHS guidance: Is my child too ill for school?](#) We know that sometimes our students cannot come to school because they are really unwell – and that's the right decision for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend – for example if they have a headache, cough, or cold, without a temperature. If you are unsure about whether to send your child to school, the above guidance may help with your decision making. We see a large number of absences reported as “not quite 100%” or “feeling under the weather” and would encourage you not to let your child have days off unnecessarily. If your child has a “non-infectious illness or injury that would not affect their ability to learn” they should be in school.

In order to further support and encourage children to attend more regularly I would advise that absences that fit the criteria above (i.e minor illness/injury) **will no-longer be authorised.**

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From Monday 1st December, our Heads of Year will be making phone calls home each morning for students in their year group that are absent. They will be checking how your child is, whilst also challenging whether they really need the day off and encouraging you to bring them in later in the day. We do appreciate that not every parent will be available during the day to run their child to school but we will certainly be expecting the students not to have any unnecessary additional days off. They will be checking whether there are underlying reasons (i.e. if illness is actually masking the real reason for the absence) and offering support to remove any barriers to attendance.

It's also a good time to remind families that we are encouraging students to aim for an attendance of 95% or above (no more than 9 days of absence across the academic year).

We will be delivering assemblies to remind our students that every day matters and if their attendance was to drop beneath 90% (19 days off across the whole year) they would be classified as Persistently Absent from school. Persistent absence has been shown to be the single biggest factor in academic underachievement. Some of our students have already accrued that many days off which is concerning – please be advised you will be receiving a letter when your child reaches that threshold (unless we are aware of genuine ongoing illness where absences are being authorised).

I do also want to acknowledge that we obviously have a lot of students with excellent attendance.

Thank you for your co-operation and for working with the school to ensure your child works towards or sustains excellent regular attendance. We hope to see everyone in school right up to the last day of term.... and beyond!

Please do reach out to your child's Head of Year or myself if you need any support and/or want clarity on the content and purpose of this communication.

Yours sincerely



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