

Our ref: ljm/AAL/Correspondence

12 July 2025

Dear Parent/Carer,

## **RE: ATTENDANCE AND PUNCTUALITY**

As we begin a new academic year, we would like to take this opportunity to highlight the vital role that regular attendance and punctuality play in your child's education and personal development.

### **Setting Strong Habits from Day One**

Establishing good attendance and habits early on helps students feel part of the school community, develops their character, and builds the resilience and responsibility that will serve them well throughout life. Being present and on time ensures they benefit fully from learning opportunities, assemblies, revision sessions, and character-building activities that shape their future.

### **Why Every Day Counts**

Each day missed from school can have a significant impact - not only on academic progress but also on social development and emotional wellbeing. Students who attend regularly are more likely to feel included, stay motivated, and gain the skills and knowledge needed to succeed in school and beyond.

In the table below you can see, in an academic year, the impact absence has on learning time:

<b>Percentage attendance</b>	<b>Days/weeks missed</b>	<b>Lessons missed</b>
100%	0 DAYS	0 lessons missed
98%	3 DAYS	15 lessons missed
96%	1.5 WEEKS	35 lessons missed
94%	2 WEEKS	50 lessons missed
92%	3 WEEKS	75 lessons missed
90%	3.5 WEEKS	90 lessons missed

### **A Crucial Year for Year 11**

For our Year 11 students, attendance and punctuality are especially critical. Colleges and training providers look closely at attendance records when offering places. Missing lessons or arriving late can affect revision support and preparation for exams, which in turn can influence future opportunities.

### **Attendance Coding**

Please note that if a student arrives after 09:00am, they will be marked as having an unauthorised absence for the morning session, unless the school is made aware of a valid reason. This is not only a legal requirement but also reflects our commitment to ensuring every student receives the full benefit of their school day.

## **How You Can Support**

We understand that life can be unpredictable, but wherever possible, we ask that medical appointments are scheduled outside of school hours. In the rare circumstance that this is not possible, we encourage you to make these towards the end of the day so your child doesn't miss out on valuable learning time.

In addition, please ensure you do not book holidays during term time. Government guidelines prevent Headteachers from granting any leave of absence during term time unless there are exceptional circumstances. Fines will be issued, or it may also result in the parent/carer facing legal action.

If you feel your child may need additional support with attendance or punctuality, please don't hesitate to contact our school Attendance Officer Reshma Thakrar [RThakrar@tcolc.aspirelp.uk](mailto:RThakrar@tcolc.aspirelp.uk) or your child's Head of Year. We are here to work with you to ensure every student has the best possible start to the year.

Thank you for your continued support.

Yours sincerely,



**Amy Lidbury**  
**Assistant Headteacher**