



## Gospel Oak School

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To the Parent/Carer

4<sup>th</sup> June 2024

**Our Ref:** SP.KH.2987

**Your Ref:**

Dear Parent/Carer,

**Re: The Importance of Attendance & Punctuality**

We hope all students have had a positive SATs experience and a good rest over half term ready for the final six weeks in primary school. Excellent attendance is a fundamental indicator of a student's potential success. We appreciate that starting secondary school can be both an exciting and nervous time for parents/carers and students. However, the transition to Gospel Oak School is designed to ensure all students are confident and well-practised in the routines and expectations that we have. One of the most significant factors that causes worry and anxiety is absence. We have been working with our primary colleagues to identify students whose attendance causes concern. Our home liaison officer and attendance officer will intervene and support these families during the summer term to address any concerns.

We would like to stress the importance of not booking any holidays in term time as it causes students to miss valuable information and learning opportunities. I would like to remind you that the Autumn Term for Year 7 students begins on Wednesday 4<sup>th</sup> September and so please ensure there are no late returns from any summer holidays. A student who has 95% attendance at the end of the academic year will have missed 50 lessons and over the duration of 5 years this rises to 250 lessons. This has a significant negative impact on a student's progress.

Research carried out by the Department for Education on student absence and exam results shows there is further evidence supporting the link between attendance and achievement. The most recent research suggests that even short breaks from school can reduce a student's chances of succeeding at school by as much as 25%. Put simply, students do not do as well as they could, when they are absent from school compared to their peers who have excellent attendance.

As you know, the government provide regulations regarding attendance at school. The regulations make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. In such exceptional circumstances, headteachers determine the number of school days a student can be away from school if the leave is granted. Please note, that under these regulations, family holidays do not qualify as exceptional circumstances.

Our approach to attendance will reflect this rise as we look to support students and families to achieving our target attendance for each student of 100%. We will be in regular contact with parents/carers of students who do not attend. This will be via the telephone, face to face meetings or home visits.

We do however, understand that sometimes attendance is not possible and I encourage you in such circumstances to contact your son/daughter's Year Team as soon as possible if the absence is likely to become extended for any period of time.

Similarly arriving to school and lessons on time is vitally important in ensuring a smooth start to the day and maximising learning time. We are keen for our students to be punctual as we feel it promotes self-discipline and responsibility. Therefore, our expectation is that all students attend school punctually every morning and are punctual to all lessons. Students need to be ready for line up at 8.25am.

We are looking forward to working with all parents/carers and students to ensure the best education and experience is delivered for all.

Yours sincerely,



**Mrs S Pabla**  
**Assistant Principal**



**Mr A Hickinbottom**  
**Assistant Principal**