

[YR 9 Letter attendance](#)

Re: Year 9 Attendance

Dear Parents and Carers,

I am writing to you regarding the importance of good attendance across our school. We know that regular attendance is vital to students' progress, both academically and socially, and we would like to continue working together to ensure that every child has the best possible chance to succeed.

Regular attendance at school helps students make steady progress, build strong relationships, and develop positive learning habits that support their long-term success.

The Department for Education (DfE) states that every child should attend school regularly, and that parents have a legal duty to ensure their child attends on time, every day, unless there is an authorised reason for absence.

Please remember that only the school can authorise an absence. Absences may be authorised for unavoidable reasons such as illness, medical appointments, or exceptional family circumstances (which must be agreed in advance). Holidays during term time cannot be authorised except in truly exceptional cases.

We understand that at times students may feel a little unwell with mild coughs, colds, or tiredness, but we encourage them to attend school wherever possible. If your child is feeling slightly under the weather, please send them in — we can provide support in school to help them manage their day.

We also recognise that some absences are unavoidable, and we are here to support families where attendance is a concern. If your child is experiencing any ongoing issues that affect their attendance, please contact our Attendance Manager so we can offer appropriate support and guidance.

Where students are beginning to show patterns of poor attendance, I will be contacting parents and carers directly to discuss any barriers and to arrange an in-school meeting if attendance does not improve. These meetings are designed to identify how we can work together to support your child in attending regularly.

Improving attendance is a shared responsibility between home and school, and we truly value your partnership in helping your child attend every day and on time.

Yours Sincerely,



Miss A Reynolds
Attendance Manager

