

Dyche Lane
Sheffield
S8 8BR

Telephone: 0114 2372 723
Email: enquiries@meadowhead.sheffield.sch.uk



We Make A Difference

Headteacher
Kam Grewal-Joy
Deputy Headteacher
Tamsin Woodward

KGR/SGI
April 2026

Dear Parent/Carer,

RE: Attendance and Punctuality

I am writing to highlight the importance of attendance and punctuality as we continue to support all students in achieving their full potential.

As a school, we have been working hard to raise students' awareness of their attendance. In particular, stressing the significant impact that absence can have on a student's progress over time. There is a strong and well-established link between high attendance and positive academic outcomes, and even small amounts of missed learning can quickly add up. We are concerned that currently too many students miss school too often which affects how well they achieve and how fully they can take part in school life.

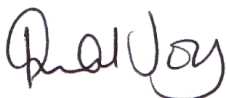
We would greatly appreciate your support in ensuring that your child attends school every day and arrives on time. Good attendance and punctuality are essential in helping students build positive routines, maintain continuity in their learning, and develop the skills needed for future success.

I would also like to remind you that attendance below 90% (at least one day off every two weeks) is considered a concern, as this level of absence can have a detrimental effect on both academic progress and overall wellbeing. Also, arrival to school after the registers have closed is recorded with a U code which is also considered an absence by the Department for Education.

As we approach the start of the final term, it is important that all students understand the expectations moving forward. End-of-year reward events will be dependent on maintaining good behaviour, attendance, and punctuality. In particular, students who achieve 95% attendance or above, alongside good behaviour and punctuality from Monday 13th April 2026, will be eligible to take part in these celebrations.

We are very much looking forward to celebrating and sharing your child's successes in the coming term, and we thank you in advance for your continued support in helping us to improve attendance and punctuality across the school.

Yours faithfully,



Mrs K Grewal-Joy
Headteacher