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Meadowhead School

We Make A Difference

Headteacher
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KGR/SGI
2nd November 2026

Dear Parents and Carers,

RE: Attendance and Punctuality Update – Working Together to Improve Attendance

Thank you for your continued support in helping us improve attendance across the school. Regular attendance and punctuality are essential to students' academic progress, wellbeing and sense of belonging, and we are grateful for the positive response from families as we continue to strengthen our approach.

I am pleased to share that overall attendance across Years 7–11 currently stands at **93.3%**. This represents a significant improvement on the same point in the previous two years and reflects the considerable work taking place across our school community to support students in attending regularly. Thank you to all parents and carers who are working with us to ensure their children are in school every day and on time.

However, although this improvement is encouraging, attendance remains below our school target of 95%. There is still much work to do, and we need to sustain this progress to ensure that all students benefit from the full educational experience we offer.

A renewed focus on punctuality

From this week, we are taking a firmer approach to students arriving late to school. All students who arrive after morning registers have closed will be issued with a **same-day lunchtime detention**.

We will make arrangements for students to eat their lunch during the detention, but they will lose their social time at lunchtime. This measure is intended to deter students from missing form time or arriving partway through lesson 1. Form time is an important part of the school day, providing opportunities for students to receive key information, develop relationships with their tutors and prepare for the day ahead. Arriving late also disrupts learning and can mean students miss important teaching.

Please also be aware that **arrival after the morning registers have closed is recorded as an absence**, in accordance with government attendance regulations. Persistent late arrival is a serious concern, and families of students who repeatedly arrive after the registers have closed may be at risk of legal action, including prosecution.

How you can help?

We ask all parents and carers to support us by ensuring that students establish routines that enable them to arrive at school on time every day. Good sleep patterns, preparing for school the

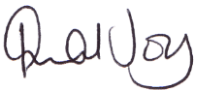
evening before and allowing sufficient time for the morning journey can all make a significant difference.

The school day begins at **8:35am with form time**, and all students should be on site and ready to start their day by this time. Please ensure that your child leaves home with sufficient time to account for their journey and any potential travel delays.

We recognise that there may occasionally be circumstances beyond a family's control. If your child is experiencing difficulties that are affecting their attendance or punctuality, please contact the school so that we can work together to identify appropriate support.

Thank you again for your continued support and partnership. Improving attendance is a shared responsibility, and by working together, we can ensure that every student has the best possible opportunity to succeed.

Yours faithfully,



Mrs K Grewal-Joy
Headteacher