



ATTENDANCE NEWSLETTER

23rd October 2026
Issue 1

HAPPY

SAFE

SUCCESSFUL

WELCOME TO OUR FIRST HALF-TERMLY ATTENDANCE NEWSLETTER

We are delighted to launch this new resource to support our whole school community. Attendance is the foundation of academic success, personal development, wellbeing and future opportunities – and it works best when we work together.

In every edition you'll find:

- Did you know? – Interesting attendance facts
- Attendance snapshot – Our data, trends & celebrating success
- Half-term focus – Practical tips & guidance for families
- Attendance decoded – Understanding attendance terminology
- Plan ahead – Important dates for your diary



Good attendance is a partnership between students, families and school. We hope this newsletter helps spark conversations at home and reinforces our shared commitment to being present, engaged and ready to learn.

QUESTIONS ABOUT ATTENDANCE

For questions or concerns about your child's attendance, please contact:

First point of contact: Your child's **form tutor**

If you need further support: Your child's **Learning Coordinator**

Find their contact details at: <https://chauncyschool.com/contacts/>

Our attendance team:

Role	Name	Contact
Attendance Officer	Mrs. Champion	jackie.champion@chauncy.org.uk
Attendance Lead	Miss. Williamson	kelly.williamson@chauncy.org.uk



Did you know? (1) How attendance is measured

Attendance is measured in sessions (morning and afternoon), not days.

1 school day = 2 sessions

1 school week = 10 sessions

Full academic year = 380 sessions

So if your child misses 1 day, they have missed 2 sessions.

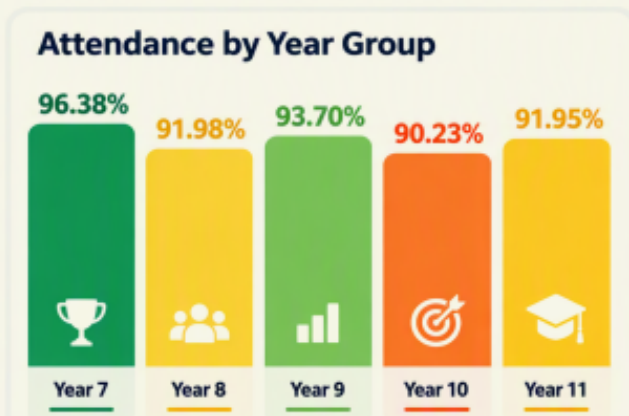
Did you know? (2) Illness-related absence

We need sufficient information from parents/carers to make an informed decision about authorising illness-related absence(s). Simply stating your child is 'unwell' does not provide enough detail. When reporting illness, please state the nature of the illness/symptoms.

Medical evidence: We don't routinely request medical evidence for illness-related absences. However, we may request evidence (such as appointments) if there is a pattern of repeated absence and/or concerns of absence levels.

Where a student's health need means they need reasonable adjustments or support because it is complex or long term, schools can seek medical evidence to better understand the needs of the pupil and identify the most suitable provision in line with the statutory guidance in supporting pupils at school with medical conditions.

ATTENDANCE SNAPSHOT



Attendance by Form Group

Form Group	Year 7	Year 8	Year 9	Year 10	Year 11
Ash	97.25%	89.68%	95.25%	90.57%	88.04%
Birch	92.31%	86.26%	96.55%	90.44%	97.07%
Chestnut	95.87%	97.11%	94.51%	92.97%	87.50%
Elm	96.47%	89.65%	88.28%	87.17%	95.70%
Hazel	96.38%	93.44%	89.54%	89.98%	90.70%
Maple	96.66%	92.31%	92.26%	84.83%	88.80%
Oak	97.94%	93.50%	95.19%	89.97%	90.24%
Pine	98.50%	95.31%	96.47%	94.37%	90.26%
Rowan	94.31%	94.94%	97.72%	88.21%	92.51%
Willow	96.88%	89.89%	91.85%	93.83%	96.54%

We are delighted to report that our overall school attendance is above both the national and local average. This reflects the commitment of our students, families and staff in ensuring that every day of learning counts. We are waiting for our Attendance Baseline and Improvement Expectation (ABIE) from the Department for Education, which set our official target for the year. In the meantime, our challenge is to keep pushing higher.

Year Group Stars: A big well done to our Year 7 students who are leading the way with an impressive 96.4% attendance!

Form Group Champions: Special recognition goes to our top-performing form groups who are setting the standard for excellence:

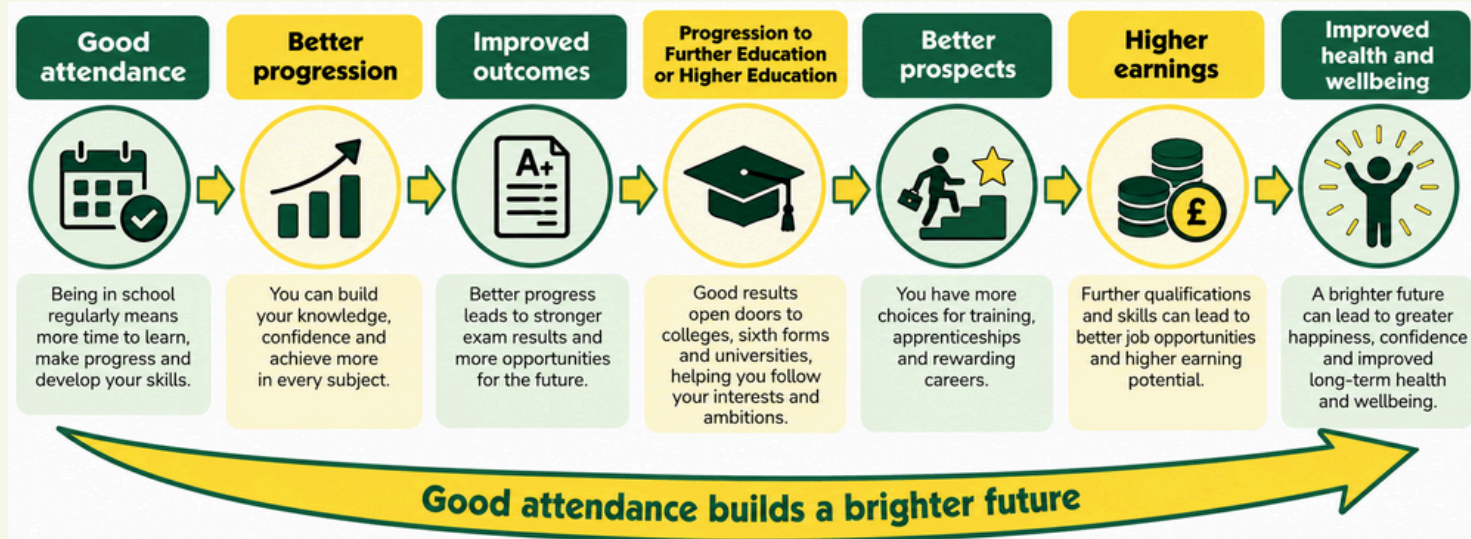
7Pine - 98.5%

7Oak - 97.9%

9Rowan - 97.7%

Every student attending every day makes a real difference to their year group and form's achievement. Which forms will be top next time?

WHY IS ATTENDANCE IMPORTANT



HALF-TERM FOCUS - THE IMPORTANCE OF PUNCTUALITY

Being on time to school isn't just about following rules – it's about respecting learning time and setting students up for success. When students arrive late:

- They miss crucial learning at the start of lessons
- They disrupt the learning of others
- They miss important notices and information
- They develop habits that will impact their future employment

Punctuality is a key part of our Student Code of Conduct. Students are expected to arrive to school on time and be punctual to ALL lessons throughout the day.

The impact in numbers:

5 minutes late daily 15 hrs 50 mins lost per year	10 minutes late daily 31 hrs 40 mins lost per year	15 minutes late daily 47 hrs lost per year
20 minutes late daily 63 hrs 20 mins lost per year	30 minutes late daily 95 hrs lost per year	60 minutes late daily 190 hrs lost per year

We recently wrote to all families about our updated late to school procedure.

PRACTICAL TIPS & GUIDANCE

Simple steps to improve punctuality:

- Establish a consistent bedtime and morning routine
- Prepare school bags, uniform and equipment the night before
- Set alarms with enough time for breakfast and travel
- Plan for potential delays (traffic, weather, etc.)
- Aim to arrive 5-10 minutes early to avoid last-minute stress
- Inform the school if your child is unavoidably delayed

USEFUL RESOURCES

Not sure whether to send your child to school when they are unwell? These trusted resources can help you make the right decision:

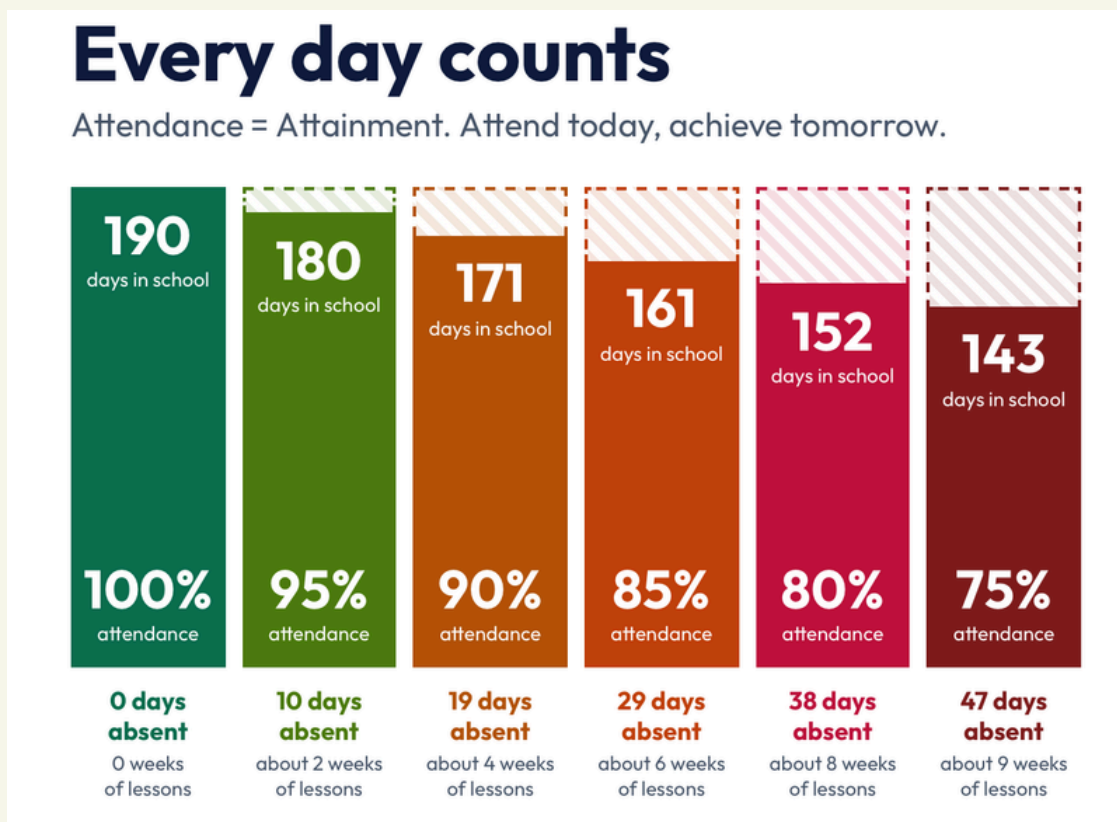
- The NHS 'Is my child too ill for school' provides practical advice
www.nhs.uk/live-well/is-my-child-too-ill-for-school

- The Children's Commissioner's guide for parents - Working together to improve attendance
<https://assets.childrenscommissioner.gov.uk/wpuploads/2022/12/aaa-guide-for-parents-on-school-attendance.pdf>



ATTENDANCE DECODED - UNDERSTANDING ATTENDANCE PERCENTAGES

Attendance is recorded as a percentage, but what does this look like in days missed?



PLAN AHEAD - DATES FOR YOUR DIARY

As we look ahead to the next half-term, please take a moment to check our school website and visit the **Diary** section for key dates, including term dates, school holidays, INSET days and important school events.

Autumn Term 2: Monday 2nd November - Friday 18th December (early finish 1.30pm)

INSET Day: Thursday 26th November

Occasional Day: Friday 27th November