



September 2025

Dear Parent/Carer,

Unlocking Potential: The Role of Attendance and Punctuality in Your Child's Learning Journey

We've had a wonderful start to the new school year, especially welcoming our new Year 7 students and Year 12 students into the Appleton School family. It's been heartwarming to see older students guiding Year 7 new starters around the site, helping them settle in and get to their lessons safely and on time.

As we continue to nurture your child's academic and personal growth, we want to highlight a key factor that plays a vital role in their success: **consistent attendance and punctuality**.

Why Attendance and Punctuality Matter

Every school day contributes to your child's learning journey. When students attend regularly and arrive on time, they benefit from:

- **Structured Learning:** Lessons build on prior knowledge. Missing even one day can interrupt understanding, though we appreciate that occasional absences may be unavoidable.
- **Cognitive Development:** Consistent participation strengthens memory, focus, and problem-solving skills.
- **Social Growth:** Being present supports friendships, teamwork, and a sense of belonging.
- **Confidence and Independence:** Arriving on time fosters responsibility and helps establish positive routines.

Our Shared Commitment

We understand that illness and emergencies can sometimes prevent attendance. However, frequent lateness or avoidable absences can hinder progress and impact your child's confidence.

As a school, we are committed to providing a welcoming and engaging environment where every child feels inspired to learn. We ask for your continued support in:

- Ensuring your child arrives at school on time each day
- Reinforcing the importance of punctuality for each lesson
- Scheduling appointments outside of school hours whenever possible
- Communicating with us if your child is unwell or facing challenges

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Looking Ahead

As we begin the first full week of term, students from Years 8 to 11 should now be settled into their routines and attending all lessons promptly. Year 7 students may still be finding their way around their timetable this week, but we're confident by the end of this week Year 7 students will have experienced almost if not all of their timetabled lessons. During this induction process, we will not apply late to lesson procedures to year 7 students described below.

To support punctuality, we do have 5-minute transition movement time between lessons in the school day, giving students flexibility to move across the site and arrive to lessons on time.

Celebrating Success

We're excited to introduce new rewards this year to recognise and celebrate students who demonstrate excellent attendance and punctuality. These incentives are designed to encourage positive habits and boost performance.

At the same time, we do have procedures for late arrival without a reasonable explanation, resulting in an after-school detention the following day for 20 minutes. Procedures for students arriving late to lesson whilst in school will also result in a 20-minute detention after school the following day.

Patterns of repeated late arrival to school and, or lessons will result in a 40 minutes detention after school

Punctuality is more than just arriving on time, it's a life skill that builds organisation, reliability, and success. Therefore, your support is crucial in helping students meet expectations.

If you have any concerns or need support, please don't hesitate to contact us. We're here to work with you every step of the way.

Yours sincerely,



Jon Gill
Assistant Headteacher

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