



Queen Mary's Grammar School

Headmaster: R J Langton, M A

September 2026

Dear Parents and Carers,

Attendance Matters

At Queen Mary's Grammar School, we are proud of the commitment, dedication and ambition shown by our students. One of the strongest indicators of success at school is regular attendance. When students attend school consistently, they benefit academically, socially and emotionally, giving them the best opportunity to fulfil their potential.

As we move through the academic year, we would like to take this opportunity to place attendance firmly on everyone's radar and remind families of the important role it plays in a child's education. Good attendance is not optional. Every school-aged child has a legal obligation to attend school regularly, and parents have a legal responsibility to ensure this happens. While occasional absence due to genuine illness is unavoidable, every day of learning missed can have an impact.

It is often surprising how quickly absence can accumulate:

- 95% attendance equates to around 10 days of school missed across the year.
- 90% attendance equates to around 19 days missed.
- 85% attendance equates to around 29 days missed.

We would encourage all parents and carers to make regular use of the school's parent app, Edulink. The app provides an easy way to monitor your child's attendance throughout the year and allows you to identify any emerging concerns before they become significant issues. Attendance can decline gradually over time and therefore we strongly recommend that families check the app regularly and discuss any attendance concerns with their child promptly. Working together at an early stage is often the most effective way of maintaining good attendance habits.

We also encourage families to:

- Ensure students attend every day whenever they are well enough to do so.
- Arrange medical appointments outside of school hours wherever possible.
- Avoid booking holidays or family trips during term time.
- Report unavoidable absences promptly using the school's normal procedures.

We recognise that there can sometimes be genuine barriers to attendance. Where families need support, we encourage them to contact the school so that we can work together to find appropriate solutions. Our aim is always to support students in attending school successfully.

Attendance monitoring and intervention processes are becoming increasingly rigorous nationally. Families should be aware that where attendance falls below expected levels, correspondence and, where necessary, further action may be initiated by the Local Authority in accordance with national attendance guidance. The school is required to share attendance concerns and work collaboratively with the Local Authority to improve attendance outcomes. While we hope that formal intervention is never necessary, attendance is a priority for both the school and the Local Authority. We therefore encourage all families to review their child's attendance regularly and take any necessary action at an early stage.

Attendance is everyone's responsibility. By working together, we can ensure that every student benefits from the excellent opportunities available at Queen Mary's Grammar School and is able to maximise their achievement.

Thank you for your continued support.

Yours sincerely

R J Langton
Headmaster



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