

September 2026

Dear Parents/Carers,

We are really excited to welcome all of our students back to school next week. It is our pleasure to work with such great students, and we work hard every day to make sure each student feels they belong and are given the very best chance to be their best self. Key to achieving this is a great level of attendance. This letter outlines the importance of great attendance and our expectations at Tadcaster Grammar School.

At Tadcaster Grammar School we expect students to aspire towards a minimum of 95% attendance, with an aspirational target of 97%, as research shows students reaching or exceeding this target have the optimum chance to be their best self in school and in life beyond school. In addition, students with low attendance miss out on some of the great opportunities outside of the classroom which we are proud to offer.

The image below highlights the impact of attendance on achievement.



We acknowledge good attendance through reward trips, regular incentives, beginning with the Super September event at the start of the new school year, and weekly tutor attendance prizes, which will be developed further in the academic year ahead. We look forward to sharing our plans with students when they return to school after the summer break.

### Punctuality

We expect all students at Tadcaster Grammar School to attend school on time every day to maximise their learning potential. Students are expected to be in school, at their tutor group room by 8:40am. Students who arrive after 9.10am should report to reception to be recorded and marked into school. As per DFE guidance, this is recorded as an unauthorised absence (code U). This will affect their attendance percentage overall.

#### Time out of lesson per day in 1 year equates to...

|            |                     |                 |
|------------|---------------------|-----------------|
| 5 minutes  | 3 days of learning  | 16 lessons lost |
| 10 minutes | 5 days of learning  | 32 lessons lost |
| 15 minutes | 8 days of learning  | 48 lessons lost |
| 20 minutes | 11 days of learning | 63 lessons lost |
| 30 minutes | 16 days of learning | 95 lessons lost |

To achieve great levels of attendance and punctuality, it is important that school, parents and students work together so that we are fully aware of any issues that school can support with to ensure students are regularly in school and on time.

To support your child's attendance, please ensure they attend regularly and, where possible and appropriate, with minor illnesses in order to prevent missed learning.

If you have any further questions or need to share important information around your child's attendance and punctuality, by emailing the attendance team on [attendance@tgs.starmat.uk](mailto:attendance@tgs.starmat.uk)

We look forward to a successful and enjoyable year ahead.

Regards

Tadcaster Grammar School

