



KFO/THO

26th February 2025

Dear Parents/Carers,

I hope this letter finds you well. I would like to take this opportunity to emphasize the importance of attendance and punctuality for our students at Colton Hills Community School and introduce our new attendance team.

The attendance team consists of the following members of staff: Mrs S Walker, Mrs K Grumble, Mr P Scott and Mrs C Sehmbhy.

We have increased our attendance team to support our families as we know that regular attendance and being on time each day are crucial for academic success, personal development and good habits in preparation for the demands of future education and careers.

When students attend school consistently and arrive on time, they gain the full benefit of the lessons and experiences offered. Missing even a single lesson can result in gaps in learning, which can be difficult to catch up on. Punctuality ensures that students do not miss out on the vital parts of the school day, allowing them to stay engaged and participate actively in classroom activities. We are having a big push on this at present and ask for your support by ensuring your child attends on time. If they are late, you will receive a text, but you are also able to monitor their attendance and punctuality on class charts.

If students are late at the gate they will be expected to complete a late detention at lunch time. Failure to do so will mean they are required to then complete a stage 3 after school. We require all students to be on site no later than **8:20 am** to ensure that they are sat down in class for 8:30 am or there is a strong possibility that they will arrive to lesson late.

We strongly encourage you to help foster these habits by ensuring that your child arrives at school on time and attends regularly. If there are any concerns that may be affecting your child's attendance or punctuality, please do not hesitate to reach out to us via phone or email on chcs_attendance@coltonhills.co.uk. and one of the attendance team will get back to you. We are here to support both students and families in any way that we can.

Thank you for your continued cooperation and support.

Yours sincerely,

Mrs K Fox
Assistant Headteacher