



22nd September 2026

Attendance and Punctuality – Expectations at Lymm High School

Dear Parent / Carer,

We hope you had a restful summer holiday and that your child has settled back into the routine of attending school.

At Lymm High School, we have high expectations for attendance. Our attendance is consistently well above the national average, and last year we were among the top 10–20% of schools nationally. We are proud of this achievement and want to build on it further this year.

The start of the academic year is an important opportunity to remind everyone of our expectations around attendance and punctuality. Our expectation is that all students should aim for at least 97% attendance. Our experience at Lymm High School, alongside national research, consistently demonstrates that students with good attendance are more likely to enjoy a positive experience at school and achieve stronger academic outcomes. Our own analysis of external examination results reinforces this: students with attendance below 95% achieved, on average, more than one grade lower across their GCSE subjects, while students with attendance below 85% achieved more than two grades lower in each subject.

Even relatively small reductions in attendance can have a significant impact on a student's progress. Missing school also means missing valuable learning, as well as the wider opportunities that school provides, including enrichment activities, extracurricular experiences and pastoral support. We therefore ask that parents and carers prioritise regular attendance and punctuality throughout the academic year. Every day in school matters and supporting your child to attend regularly is one of the most important ways you can help them make the most of their time at Lymm High School.

We appreciate that at times, children may be unwell, our general advice is that it is usually best to send your child in even if they are feeling a little under the weather on the understanding that there is support available in school and we will always contact you if it is necessary. You may also find this information from the NHS useful: [Is my child too ill for school? - NHS](#).

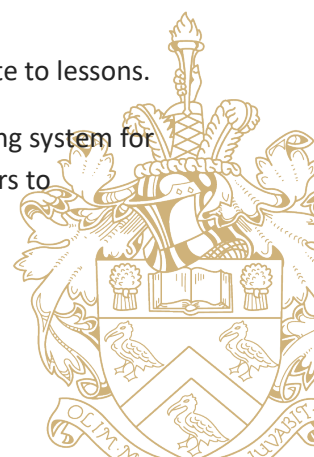
I would also like to remind you of the importance of students attending school on time, every day. All students should be on site by 8.20am in preparation for registration which begins at 8.25am. Our registers close for the AM session at 8.55am, students arriving after this time are marked absent for the morning session, which has a huge impact on their overall attendance. Our afternoon attendance mark is taken from the Period 4 lesson (12.15–12.45pm).

A quick reminder of our late procedures:

- Students arriving after 8.25am are reminded to go straight to Form time.
- Students arriving after 8.45am must sign in at Student Services.

Students will be issued with a lunchtime detention if they are late to school, miss Form or are late to lessons.

Students' attendance is monitored daily using **A Star Attendance**, our new attendance monitoring system for this academic year. Where concerns arise, we work closely with students and their parents/carers to





understand any barriers to regular attendance and provide appropriate support, this may include home visits too.

If concerns arise regarding your child's attendance, the following process will apply:

Stage 1 – Initial Concern Letter

Where a student's attendance falls below the school's attendance threshold of **97%**, parents/carers will receive an initial concern letter. This is intended to highlight the concern at an early stage and offer support to help improve attendance.

Stage 2 – Ongoing Concern Letter

If a student has received an initial concern letter but their attendance continues to decline or further absences occur, parents/carers will receive an ongoing concern letter. A member of our pastoral team will also make contact to discuss the attendance concerns, explore any barriers and identify appropriate support.

Stage 3 – Serious Concern Letter and Meeting

Where a student has received an ongoing concern letter but there is little or no improvement in attendance, parents/carers will be invited to meet with a member of our pastoral team. The purpose of this meeting is to work in partnership to understand any barriers to attendance and agree appropriate support. A 4-week monitoring period will then be put in place, during which a significant improvement in attendance will be expected.

Stage 4 – Potential Referral to the Local Authority Attendance Team

If there is little or no improvement following the 4-week monitoring period, a referral to the Local Authority Attendance Team may be considered. Parents/carers will be informed if a referral is made and a further meeting will be arranged to discuss the next steps.

Please be aware that you will receive attendance letters via email, which will come from the following email address noreply@astarattendance.com.

In line with national expectations and Warrington Borough Council's policy, schools are required to take action where there are unauthorised absences. Where a child has 10 or more unauthorised absences (equivalent to 5 full school days) in an academic year, this may result in a Fixed Penalty Notice (FPN) being issued. Schools are advised not to authorise holidays in term time and a FPN may be issued if the above criteria are met. Please see [here](#) for a letter regarding FPN from Warrington Borough Council.

How You Can Support Your Child's Attendance

We ask for your continued support and co-operation in helping your child attend school regularly and make the most of every school day. You can help by:

- Encouraging your child to attend school every day and arrive on time. Regular attendance and punctuality are essential for learning, progress and wellbeing.
- Reporting any absence on Class Charts before 8am, providing the reason for the absence and keeping the school informed of any changes.





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- Letting us know, confidentially, about any changes or circumstances that may affect your child's attendance, wellbeing or ability to engage fully in school. Early communication allows us to provide support as quickly as possible.
- Working in partnership with school by attending meetings when requested, maintaining communication with staff and taking an active interest in your child's learning and progress.

Should you have any questions or require any further assistance, please do not hesitate to contact your child's Head of Year or Pastoral Manager, we are here to help.

Yours sincerely,

Mrs H Jennings
Deputy Headteacher

