



Headteacher
Mr Gareth Croxon B.Sc, NPQH

Sandhurst School

the opportunity to succeed

Owlsmoor Road, Owlsmoor, Sandhurst, Berkshire GU47 0SD

Tel: (01344) 775678

Website: www.sandhurstschool.org.uk

E-mail: contactus@sandhurstschool.org.uk

25th September 2026

Dear Parent(s),

Re: Year 11 Attendance and Punctuality

I am writing today to address Year 11's attendance and punctuality so far this academic year. I would like to take this opportunity to thank those of you who have ensured that your child's attendance has been brilliant so far this term and for those who have had unavoidable circumstances for communicating with us so efficiently.

Unfortunately, however, overall attendance so far this term has been far lower than we expect for a Year 11 cohort. Missing school creates gaps in knowledge that are difficult to fill, which directly impacts student progress. With the November Pre-Public Examinations (PPEs/mocks) fast approaching and the final summer exams following closely behind, it is imperative that students maintain high attendance. The learning time lost now will inevitably have an impact on the final grades they achieve.

In addition to general attendance, I am concerned by an increasing number of students arriving late to school in the morning. Good punctuality is essential for setting a positive standard for the day. When students arrive late, they miss vital morning routines, including:

- Essential revision guidance and study tips
- Important school notices and year group assemblies
- Targeted morning intervention sessions designed specifically to boost their progress

We want to work in partnership with you to give every student in Year 11 the very best chance to fulfil their potential and secure the exam results they deserve. We ask for your full support in ensuring your child attends school every day and arrives promptly in the morning. A reminder that the first warning bell rings at 8:25am and students should be in their line at the designated line up area by **8:30am**.

We will be closely monitoring attendance over the academic year. If your child is experiencing any difficulties that are affecting their attendance or punctuality, please contact their tutor, myself or Mrs Marshall as Year 11 Engagement Mentor so we can discuss what support is needed to ensure consistent attendance at school.

Thank you for your continued support and cooperation. We look forward to seeing a marked improvement in both attendance and punctuality in the near future.

Yours sincerely,

Mr R Houston
Head of Year 11