



WYMONDHAM COLLEGE

A World Class State Boarding and Day School

Principal: Emma Arrand BA (Hons), FCCT, QTS

September 2025

Dear Parents and Carers

Re: The Importance of College Attendance

As we start a new academic year, I wanted to take the opportunity to remind you of the importance of attendance.

At Wymondham College, we are committed to providing every student with the best possible education and the greatest chance of future success. One of the most important factors in achieving this is **consistent College attendance**. We want the very best for our students and believe that excellent attendance allows every individual to flourish.

Evidence from research commissioned by the Department of Education shows that any time absent from school can affect final GCSE and A level grades, thereby impacting on future choices. A student with 95% attendance at the end of an academic year, will still have missed 9.5 days of school (almost 2 weeks).

However, attendance is not only about academic success; it is also vital to a student's social and emotional development. Regular attendance allows students to build friendships, develop communication skills, and learn how to work effectively with others. Schools provide a supportive environment where students can grow in confidence and resilience, learning to overcome challenges with encouragement. In contrast, absence can lead to feelings of isolation and a decline in social confidence, which may make returning to school more difficult. Consistent attendance also helps foster strong, trusting relationships between students and teachers, creating the foundations for open communication and support.

Alongside all the academic opportunities we offer, our Wymondham Life activities give students exciting experiences beyond the classroom that we want everyone to enjoy. By coming to school every day, your child won't miss out on these opportunities to learn, grow, and thrive. Together, we can make sure they get the very best from their time at Wymondham.

For this reason, and in line with schools and colleges across the country, we are taking steps to **raise the profile of attendance** and work even more closely with families to support students with being in school, on time, every day. To this end, we will be emailing you every half term with an update of your child's attendance to date. You can view your child's attendance on the MCAS app (My Child at School). Tutors will be working closely with students to encourage strong attendance, and House staff and the Sixth Form Team will work with families when needed.

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We do, of course, understand that from time to time, absence from school is unavoidable due to illness or other circumstances. For this reason, I wanted to remind you of our expectations around attendance and how to contact our attendance team.

If you think your child is unwell, please utilise the NHS advice page that details when you should keep a child at home and when they can attend school when suffering from minor illnesses. This link is here: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school>

If your child is going to be absent, it is essential that we are notified **daily** of the absence to fulfill our duties of safeguarding. The contact details for our attendance teams are:

01953 609000 - option 1 for Wymondham College and then option 2 for sixth form attendance

Email - Attendance6@wymcol.org

The College **does not** authorise term time holidays, but we do recognise that there may be exceptional circumstances where a child needs to be absent for a medical appointment, for example. Please provide as much detail as possible as to the purpose of the absence so that we can make an informed decision as to whether it is deemed to be an exceptional circumstance.

If the absence is for half a day or less, please email the relevant attendance team as above. If this absence is for a full day or more, please utilise our electronic leave of absence request form via the link below:

Leave of Absence link for 2025-26: [Leave of Absence form 2025](#)

A polite reminder:

- The register is taken at **08:30** in tutor every morning
- For all **EXEATs, half terms and end of term breaks**, students are expected to remain in school until the day we break up and return by the specified date on the College calendar.
- If you would like to see a copy of our Attendance Policy, you can find it on the website [here](#).

I do hope you have found this information helpful and if you have any questions about your child's attendance, please contact myself (s.buckton@wymcol.org) or the Attendance Team. If you need more specific attendance support, please contact our Attendance Case Manager, Edith Cronin, on e.cronin@wymcol.org

We know that the teenage years can present new challenges, and we are here to support both students and families in overcoming any barriers to attendance. Our pastoral and attendance team are available to offer guidance, encouragement, and practical help where needed. Together, we can ensure that your child is present, engaged, and building the best possible future. Thank you in advance for your support.

Sarah Buckton

Deputy Head of Sixth Form