



20th February 2026

Dear Parents and Carers,

Attendance at Ellis Guilford School

As we start a new half-term, we are already setting our sights on the next EGScellence EGStravaganza which will celebrate EGScellent attendance to school.

At Ellis Guilford School, attendance remains a key priority because we know that **every day in school matters**. Regular attendance supports consistent learning, stronger relationships, and a sense of belonging that helps children feel confident and ready to achieve.

This half term, we will continue to focus on our **Attendance EGSpectations**:

- **Arrive on time:** Children must arrive before 8.40am. Arriving after this time will result in a late mark which is likely to affect their attendance record. More importantly, children miss out on crucial messages that are shared during line-up and tutor time, which support children to be successful throughout the day.
- **98% attendance:** We all aim for 98% attendance here at Ellis Guilford School which is no more than 4 days of absence across the whole school year.
- **Be ready to learn:** Good attendance supports progress, understanding, and confidence across all subjects.
- **Respect learning time:** Being punctual to lessons avoids missed explanations and content which directly impacts children's ability to be successful within lessons. Missing lessons over time, can then cause children to feel worried about being behind in their learning.
- **Don't Break The Streak:** Children can track their attendance using their 'Don't Break the Streak' tracker in their planner to work towards rewards such as Guilford Gold and Prize Box entries. Children receive a stamp every morning from their tutor straight after line-up.
- **Stay organised with positive routines:** Preparing uniform, bags, and equipment the night before—and keeping good sleep and morning routines—supports punctuality and a smooth start to the day.
- **Ask for support early:** If attendance becomes difficult, please contact your child's tutor in the first instance. Year Teams and the Attendance Team can also be contacted should you have concerns.

These EGSpectations reflect our culture of Ambition, Integrity and Respect, and we appreciate your support in reinforcing them at home.

We are looking forward to the months ahead, including new topics, enrichment opportunities, our 4th EGStravaganza, and the beginning of the GCSE season. We also recognise that many families will be celebrating Eid in March. Please look out for an email link that will allow you to report your child's absence in advance.

With your continued support, I am confident that this will be another positive and successful half term for every child.

Kindest regards,



Mrs S Jackson
Attendance Lead



Mr A Richardson
Assistant Principal