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**ELLIS
GUILFORD
SCHOOL**
*Creative
Education
Trust*

Thursday, 13th May 2021

Dear Parent/Carer,

I am writing to you following several parent requests seeking clarification regarding absence from school for illness and medical appointments. We consistently strive to improve our attendance and value the contribution that parents/carers make to supporting school improvement.

At present, one of the main reasons for pupil absence from Ellis Guilford School are illnesses that are not COVID-19 related. Frequent absence is a serious problem for pupils as missed work leaves these pupils at a significant disadvantage for the remainder of their education. There is a clear link between poor school attendance and low levels of achievement.

When your child is unwell, it can be hard deciding whether to keep them off school. Whether you send your child to school or not will depend on how severe you think their illness is. The impact of lockdown has resulted in lost learning and we now want our pupils to access as much face to face learning as possible. We would therefore request that you send your child into school if they are suffering from only a minor ailment such as headaches, period pains and mild toothache.

If your child is presenting with obvious symptoms of Coronavirus, see <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms> and contact 119 immediately. Please do not send your child/siblings to school in these circumstances.

If your child requires a medical appointment these should be made outside school hours wherever possible. However, if your child has an appointment during school time you should attempt to make the appointment after 1:40pm. Prior to your appointment, an appointment card or letter should be sent to the reception office so that your child's absence can be authorised. You can also send your medical documents to attendance@ellisguilfordschool.org.uk.

Thank you for your help and support in securing the very best attendance for your child.



Please contact me at school if you would like to discuss this letter or would like any support in helping to improve your child's attendance.

Yours sincerely,

A handwritten signature in grey ink, appearing to read 'Stacey Jackson'.

Stacey Jackson
Director of Attendance