



Wednesday 6th October 2021

Dear Parents/Carers,

Good school attendance is key to enable children to succeed in their chosen futures. It is even more important following school closures and periods of blended learning throughout the Covid pandemic.

The attendance team are available to support families and their children to ensure they can access school daily and on time. I am pleased to welcome Mrs Stevens as our new Attendance Manager. Mrs Steven joins Mrs Jackson, Director of Attendance to ensure children are supported to maintain attendance above 95%. Although we expect all students to have an attendance record of 95% or better. We understand that some students will have ongoing issues for example long term medical concerns, and we will work positively with you to support them if this is the case.

Attendance below 95% will be addressed by the school in the first instance and support offered. If attendance continues to be a concern this could result in involvement from the Local Authority Education Welfare Service. Please note that we will actively pursue low attendance with the use of penalty notices and where necessary prosecutions. If your son or daughter has an absence rate of 5% or greater, which is not supported by documentation authorising exemption, then each adult that has responsibility for a student's attendance is at risk of prosecution. Ellis Guilford School does not authorise extended holiday leave, and we issue fixed penalty notices when cases arise.

Details the number of days absence Per Half Term

Every Half Term	Attendance	Means
Excellent	98 – 100%	1 day off per half term
Good	95 – 97%	1.5 days off per half term
Needs Improvement	91- 94%	2 days off per half term
Concerns	Below 90%	More than 3 days off per half term
Serious concerns	85% and below	6 days + off per half term



If your child is absent from school you will need to inform the attendance team daily either by telephone on 01159131338, via the Ellis Guilford App or by emailing attendance@ellisguilfordschool.org.uk. Medical evidence will be requested to authorise appointments and long periods or repeated periods of illness.

Yours sincerely

Mrs J Chambers
Assistant principal