



10th November 2023

Dear Parents/Carers,

I am writing to remind you of the school's absence procedures.

Parents/carers are expected to notify the school on the first day and any subsequent days of an unplanned absence by 8:30am. Absences can be reported by any of the below methods:

- **Phone call to the school on 0115 9131338 option 1. Please note during busy periods, you may be asked to leave a voicemail. Should you wish to speak with a member of staff directly, a voicemail can be left requesting this.**
- **Email to the attendance team attendance@ellisguilfordschool.org.uk**
- **Arbor in app message**

If a child fails to attend school and is not registered at 8.40am in their tutor line up, you will receive a text message to inform you at 9am requesting urgent contact with the reason for absence or lateness.

Messages that are not responded to will be followed up with a second text message and email at 10:30am. In the event no communication has been established with home, a daily phone call will be made to all contacts on a pupil's file. Any absence without reason will be recorded as unauthorised.

Home visits are completed by the attendance team on the third day of absence for pupils. Pupils that fall into the persistent absentee category could be visited on the first day of absence. Should you require a home visit prior to the third day of absence to discuss support available, a request can be made to the attendance team to arrange this.

Should you be experiencing any difficulty with your child's attendance and would like to discuss the support available from school for both you and your child, please do not hesitate to contact the attendance team directly. In all situations and circumstances, the attendance team are here to help and explore any barriers to a pupil's attendance and work with parents/carers to find solutions to ensure all our pupils are accessing their education.

Thank you for your support,

Mrs S Jackson

Director of Attendance