

A Parent's Guide to Attendance at William Ellis School

At William Ellis School we support all students to achieve their full potential in life. To do this, they have to be in school to learn. School is also about more than just learning. Regular attendance gives your son changes to socialise with his peers, make friends for life and develop as a young adult. Our target for attendance is **97%**.

Praise:

Students with excellent attendance will be praised by tutors and rewarded with certificates and prizes.

Punctuality:

Punctuality to school and all lessons ensures students do not miss their own learning or disrupt others' learning. It also helps develop good habits for later in life. Therefore, we expect that:

- Students should be in their form room by 8:35am each day.
- If students are late and no legitimate reason is provided by their parent or carer, there will be consequence and support, shown below.
- These stages reset each half term.

Authorised Absence (e.g. illness, medical appointment or other appointment such as external music exams):

This is where:

- The school has given permission in advance.
- The reason for absence is accepted by the school.

Please follow the steps below for your son's absence to be considered as 'authorised':

For illness:

- Call 020 7267 9346 before 8:30am or email attendance@williamellis.camden.sch.uk.
- Provide a written note for your son to provide to **student services** opposite room 10A on his return.

For medical & dentist appointments:

- Always try and book these appointments outside of school hours.
- If this is not possible, you need to let the school know at least 24 hours before.
- To do this, email evidence of the appointment to attendance@williamellis.camden.sch.uk or ask your son to hand in evidence to **student services** opposite room 10A.

For exceptional circumstances (e.g. funeral):

- Download and complete an exceptional leave form from our website and submit to school Reception before the absence date. The Headteacher is the only person who can either approve or decline each request.

Unauthorised Absence:

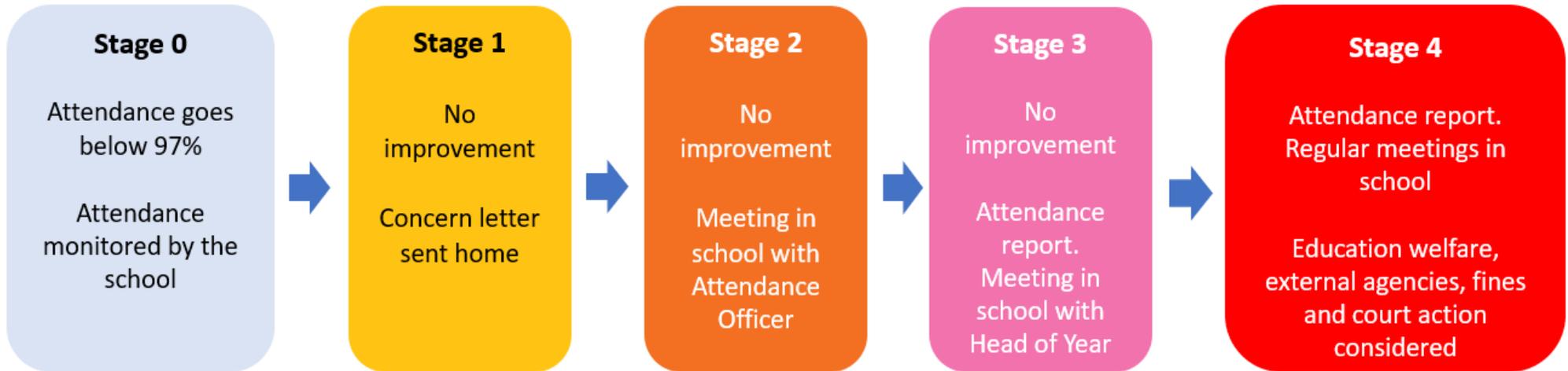
This is where:

- No reason is given.
- A reason is not considered acceptable by the school (e.g. mild illness or headache, holidays, birthdays, shopping or looking after other children).

Persistent Absence or Lateness:

- Families of students who are persistently absent (or late) will be supported by the school to improve their son's attendance.
- Persistent absence is defined as anything below 90% but we start helping families before students reach that point.
- The support stages are shown below.

Attendance stages



Punctuality stages

