



WILLIAM ELLIS SCHOOL
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15th January 2018

Dear Parent/Carers,

I am writing to all parents in regard to the school attendance policy. The link between good attendance and good progress at school is well documented. Students with poor attendance make less progress than students with good attendance. We work hard to improve attendance to ensure all students get the best opportunities to support their academic and personal development. Whilst the vast majority of students continue to have very good attendance, unfortunately there has been an increase in the number of students with poor attendance. Improving attendance to school is a priority this year.

Whilst students with poor attendance are in a minority I would like to take this opportunity to remind all parents of the following;

- We recognise students do get ill from time to time and this is a legitimate reason to keep your child home to ensure a quick recovery. However, students should be kept at home to rest and recover and not be out in the community.
- Sometimes a student's lack of motivation or tiredness can be confused with illness. Whilst it is a difficult call for parents to make, it is important that students are encouraged to be resilient at times when they feel like this and parents should insist on them attending school.
- It is the responsibility of parents to inform the school by 8.30am on the morning of the absence.
- Medical and dental appointments should be made out of school hours where possible. When they do take place in school hours, appointment cards should be presented to the school office to evidence this.
- Birthdays, shopping days or visits to family members are not valid reasons for being absent from school.
- Schools are not allowed to authorise holidays in term time. Applications for exceptional leave from school must be made directly to the Headteacher. The application form is available on the school website.

I refer parents to the website for more details on the attendance policy and attendance procedures.

Parents will be aware of the limited finances on which the school operates. Each hour of learning has a cost. Each unnecessary lost day of schooling wastes valuable school resources that could be better directed to support your son's learning.

All schools are expected to work with Education Welfare Services when student's attendance is poor, including the issuing of fixed penalty notices and possible court action. We have always worked to avoid such measures. However, we are now in a position that due to the persistent absence of some students we will be initiating statutory measures in cases when, despite school intervention, a student persists in missing school without good reason.

If you have any questions about your son's attendance, please contact your son's tutor in the first instance.

Yours sincerely,

Bernie Lane
Assistant Headteacher
Student Welfare and Personal Development