

William Ellis School

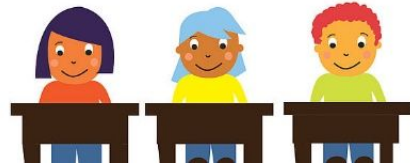
## Attendance Newsletter

February 2024

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**

Title

**ATTEND TODAY**  
ACHIEVE TOMORROW



Dear families,

Welcome to our February Attendance & Punctuality newsletter! School attendance has been in the news this week, and the government have updated their guidance for families [How to improve your child's school attendance and where to get support](#) - The Education Hub ([blog.gov.uk](http://blog.gov.uk)).

### Attendance Surgery

Meetings began this half term with some year 9 families with a number of positive conversations taking place around how to improve attendance.

Our next sessions will be for year 7, and we will be inviting families over the coming week.

If a student's attendance falls below 90%, we aim to meet with the student and their parents/carers to look at ways this might be improved via a closely monitored plan of action. These meetings are intended to be a positive conversation where we will offer any support we can to help improve your child's attendance.

Attendance %	Descriptor	Approx. days lost	Approx. weeks lost
98 – 100	Excellent	0 - 4	Less than 1
96 – 98	Good	4 - 8	1 to 1.5
93 - 95	Concern	8 – 13	1.5 - 2
90 – 92	Unsatisfactory	13 – 19	2 – 3
Below 90%	Persistent absence	More than 19	More than 3

### Attendance Rewards 5th – 23rd February

Every fortnight, following our Week A and Week B cycle, we will share attendance data with all year groups. The tutor group with the best attendance in that cycle will win a prize each fortnight. As we progress, we will keep a record of the tutor groups and Houses that maintain the best attendance.

There will also be prizes for Most Improved. At the end of each term, there will be further celebrations of attendance achievement where students can earn Fast Passes and other rewards.

Congratulations to the following tutor groups who achieved the best attendance in their year group for this cycle and will receive a Fast Pass to skip the lunch queue this week:

Tutor Groups	Attendance 5 <sup>th</sup> – 23 <sup>rd</sup> February 2024
7B	90%
8L	94%
9F	88%
10B	97%
11W	97%

## Punctuality

Since our last attendance newsletter, we have seen some improvements in punctuality.

Good punctuality to both school and lessons leads to higher levels of attainment. When students arrive late to school, they miss out on essential learning at the beginning of the school day. This can reduce achievement regardless of the students' academic abilities.

Minutes late each day	Days lost (Over a school year)
5	3
10	6.5
15	10
20	13
25	19

## School Inclusion Support Officers

Over the last few months, you may have seen stories about the importance of good attendance on social media, on TV, in newspapers and there have been posters in bus shelters in Camden as the government has launched its *Moments Matter, Attendance Counts* campaign this month. The government is very concerned about the number of pupils who are missing school, and they are asking councils' attendance services and schools to help support children return to school.

Camden council has appointed three new School Inclusion Support Officers to help support schools improve attendance and reduce suspensions / exclusions by ensuring children and young people who are absent from education or at risk of suspension/exclusion receive appropriate interventions and support to enable them to achieve positive educational outcomes.

Our School Inclusion Support officer is Ms. Shuma Khanom and she will be visiting us in the coming weeks and some parents may be invited to meet with the School Inclusion Support Officer to discuss the reason for poor attendance and what we can do to help your child to return to school.

We know that children who attend school regularly and on time are more able to access their learning, get support in subjects they may struggle with and have a better chance of passing their exams.

We know as a parent you also worry about your child's future, and we want to work with you to ensure every pupil at William Ellis has a full-time education to maximise opportunities for everyone to realise their potential.

Being a parent is not easy if you need talk to someone about your child's attendance, please contact me on: [nunnery@williamellis.camden.sch.uk](mailto:nunnery@williamellis.camden.sch.uk)

**It is never too late to benefit from good attendance.**

***What to do if your child is unable to come to school:***

There are only a small number of circumstances where missing a school day is permitted. However, we understand that there may be times where this is unavoidable such as illness or medical appointments that cannot be made out of school hours.

**If your child is going to be absent for unavoidable circumstances, please telephone the school's absence line on 0207 267 9346 by 8.30am.**

You will need to give your child's name, tutor group and reason for absence. Any documentation relating to absence (e.g.: a doctor's certificate or medical appointment letter) may be emailed to the attendance officer via:

**[attendance@williamellis.camden.sch.uk](mailto:attendance@williamellis.camden.sch.uk)**

If your child is absent from school for more than one day, please keep us informed each day. If your child is absent and we have not been informed, we will record the absence as unauthorised. Continued unauthorised absence may need to be reported to the local authority. The government's updated guidance on attendance fines can be found at [Fines for parents for taking children out of school: What you need to know - The Education Hub \(blog.gov.uk\)](https://www.blog.gov.uk/2024/01/23/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know). If the school has safeguarding concerns about continued unauthorised absence, we may involve the Safer Schools Police Officer.

Yours faithfully,

**Ms. Nunnery**

**Assistant Headteacher - Attendance**

