



**GUISELEY  
SCHOOL**

A THINKING SCHOOL

Fieldhead Road, Guiseley, Leeds LS20 8DT  
tel: 01943 872315 email: [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk) [www.guiseleyschool.org.uk](http://www.guiseleyschool.org.uk)  
Headteacher: Paul Clayton

25 February 2019

Dear Parent/Carer

### **Attendance matters and you make a difference!**

At a time of year when pupils are fighting off coughs and colds and the bad weather can make the journey to school more challenging for some, I am writing to you to remind you of the importance of good attendance and punctuality at school.

Under government legislation, Guiseley School is required to:

- **Promote good attendance and reduce absence, including persistent absence**
- **Act early to address patterns of absence.**

As such, we have a clear policy that is in place across all the schools in the Aireborough Trust, which outlines how we must respond to absence. If your child's attendance falls to:

- **93%-95%**, their form tutor will speak to them to see if school can provide any support and to monitor attendance on an informal level
- **90 – 93%**, attendance is becoming a concern. A letter outlining the risk of persistent absence will be issued other than in exceptional circumstances and your child will be placed on a monitoring tracker
- **Below 90%**, your child is defined by the government as a **persistent absentee**; attendance will no longer be authorised without a medical note
- **Between 75% and 90%** or there are 10 missed sessions over a twelve week period, the school will undergo a risk assessment and, unless there is absolute satisfaction that the absences were unavoidable, school will undertake the 'FastTrack' initiative in line with DFE guidance. This will then lead to a period of monitoring for twenty days and if there is no immediate improvement, a School Attendance Panel will be convened and a fixed penalty notice warning letter may be issued
- **Below 75%**, there will be a 'casework' allocation and there will be an ongoing risk assessment of whether to recommend a 'FastTrack' process or pursue further levels of prosecution

It is important to remember that the **average attendance for pupils in the UK is 96%** - you can compare your child's attendance level with this by using the **Edulink One app**, or logging onto your Satchel account.



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While Guiseley School completely understands that some more serious illnesses and absences are unavoidable, we are also committed to ensuring that pupils minimise the amount of education that is missed. **Students fall behind when they miss school, whether for authorised or unauthorised reasons.**

**You will have a significant effect on your child's attendance this term and we appreciate all the help you can give us in ensuring they are in school.**

If your child is feeling under the weather or is reluctant to come to school, we ask you please to do everything you can to support the school and ensure they attend – we will do everything we can to look after them once they are here.

Many thanks in anticipation of your support.

Yours sincerely

Mrs R Probert  
Assistant Headteacher