



**GUISELEY
SCHOOL**

A THINKING SCHOOL

Fieldhead Road, Guiseley, Leeds LS20 8DT
tel: 01943 872315 email: info@guiseleyschool.org.uk www.guiseleyschool.org.uk
Headteacher: Paul Clayton

17 September 2018

Dear Parent/Carer

School Attendance

I am writing to you to remind you of the importance of good attendance at school and the need for your child to attend in order to fulfil their academic potential.

Research has shown that pupils with no absence from school are 3 times more likely to achieve five GCSE grades 9-5 than pupils with an attendance of 85% across Key Stage 4. Indeed, missing just 14 days of school over a 2-year period reduces your child's chances of achieving the English Baccalaureate by 12%.

We understand that very occasional days' absence due to significant illness are unavoidable; with your support, students are able to catch up the missed work at home. However, longer term or more frequent absence is much harder for students to catch up from and they will find they miss portions of learning that are not revisited and subsequently fall further and further behind. It is therefore vital that you ensure your child is in school whenever possible.

Holiday requests:

We are aware that, this year, there are significant differences in the term times for different local authorities. Indeed, Leeds' holidays often fall outside peak times this year and we hope you are able to take advantage of the cheaper flights and holiday prices as a result. However, we must remind you that it has been agreed across the Aireborough Schools' Trust that we cannot take into consideration the impact of other Local Authority school holidays when considering term time holiday requests; therefore any absences due to family holidays will not be authorised. In the event that unauthorised leave is taken, then the school will consider a fixed penalty fine. We would therefore encourage you to check the school's website carefully for term dates in 2018/19 to avoid any confusion.

Lateness:

Good time keeping is a vital life skill which will help our students as they progress through school and out into the wider world; it is therefore essential that your child arrives on time each morning. If your child misses the start of the day they will miss work and will not spend time with their form teacher who provides them with vital pastoral support, information and news.

You will notice that new security gates have been installed at the front of the school. These are locked promptly at 8.35am and are the only access onto the school grounds during the day. Any student arriving after this time will need to be let in by the Reception staff and sign in, receiving a late comment. I would also like to remind you that, under our new behaviour policy, three late marks in a half term will result in an after school detention.



**GUISELEY
SCHOOL**

A THINKING SCHOOL

Fieldhead Road, Guiseley, Leeds LS20 8DT

tel: 01943 872315 email: info@guiseleyschool.org.uk www.guiseleyschool.org.uk

Headteacher: Paul Clayton

Medical and Dental appointments:

Wherever possible, please try to make medical and dental appointments outside school hours to reduce the impact on your child's learning. Where this is genuinely unavoidable, you must provide school with evidence of the appointment in order to authorise the absence.

Guisoley School is committed to supporting parents and children in improving attendance and ensuring no learning opportunities are missed. If your child has a minor ailment such as a cough or cold, please send them to school; we will make arrangements for students who are not feeling their best and support them throughout the day.

Should you have any queries or require further support in ensuring your child comes to school, please contact either our Attendance Officer, Mrs Tanner or your child's Key Stage Leader, Miss Ogden, Mr Hussain or Mr Adams.

Thank you in anticipation of your support.

Mrs R Probert
Assistant Headteacher – Raising Achievement