

28th March 2018



Dear Parent / Carer

Attending school is essential for students to make good progress, achieve their academic potential and consequently have better chances in life. Every student at Ashley High School, in line with government expectations is expected to maintain an attendance of at least 95%. A 'good' level of attendance would be 96% or higher. With this in mind we have updated our Attendance Policy which is now available to view on the school's website.

Below are examples of how attendance is impacted upon by school absence.

Student attendance over one school year.

Equates to	Days missed	Number of lessons missed
94%	10 days	50 lessons
90%	4 weeks	95 lessons
80%	8 weeks	190 lessons
70%	11.5 weeks	285 lessons

While some school absence is unavoidable, other absences should be avoided. The following examples are intended to help you to maximise your child's attendance and learning.

- If a child has a minor ailment, they should still come to school. Coughs and colds cannot normally be considered 'significant illness.'
- Dentists and GP surgeries etc. are used to being asked for appointments outside of school hours. The school asks that parents / carers request appointments that do not clash with school time. If an appointment can only be made during school time, students should attend school whilst not at the appointment i.e. before / after as appropriate.
- If a child attends a school trip or other activity the day before, the child must attend school at the normal time the next day. It is not acceptable to miss or be late for school due to being tired.
- Where the child is absent through illness or medical appointments this will normally be counted as authorised. However, where we have concerns over excessive absence patterns through illness we will need to discuss this with parents to gain a better understanding of the problems and to offer support – for example involving the School Health System.

It is the responsibility of everyone in our school community – parents, students, staff and governors to ensure students have a high level of attendance at school. We constantly monitor pupil attendance and encourage you to monitor the attendance of your child and thank you for your continued support in this matter.

Yours sincerely



D Wilson (Miss)
Head of School

