

Thomas Gainsborough School

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To prime parents of: [Click here to show the recipient list](#)
Message Type: Email
Subject: TGS - Attendance



Dear Families

As we approach the end of the Autumn term, we are currently seeing a period of seasonal illnesses. We therefore wanted to write to request your ongoing support with attendance to ensure our students have the best possible opportunities to develop socially and academically.

Where able, students should aim to attend 100% of the time. Consistent attendance is proven to support learning progression, reduce anxieties around missed work, increase self-esteem, prepare students for the workplace as well as increasing the chances of academic success in exam subjects. All students have received an assembly this term as a reminder of the benefits of positive attendance and how this can support their future. Our website <https://tgschool.net/attendance> also offers supportive information for your reference.

We do recognise that students can become ill during the year. When a student is unwell, we appreciate the time they need to recover but would request the soonest return when they are well. If there are any barriers to attendance or returning from illness, then please do inform us in a timely manner so we can work with you to support the absence and subsequent process of re-attending school. This can be done via our dedicated email Attendance@tgschool.net

To support our mutual working for school attendance, we have added some key reminders below that we hope you find helpful.

- Please take any holiday during the school holidays. Holidays in term time will be subject a fixed penalty notice.
- Please call the school before 8.30am where possible if your child is not going to be at school. It saves us having to call you when you may be at work. You can also email Mrs Griss at the address highlighted above.
- If your child is regularly off due to illness, we will communicate with you for a meeting to see how we can help.
- Absence due to illness can be unauthorised if we suspect your child is well enough to come to school or are made aware of other circumstances.
- If your child comes into school late and after the registers are closed, this will count as 1 session of unauthorised absence.
- Too many unauthorised absences will result in a fine or a referral to our School Attendance Support Officer at Suffolk County Council.

- If your child has a medical appointment, please give school a copy of the appointment so we can authorise the absence.
- If you know there is an unusual or unexpected reason for your child's absence, please talk to us ahead of time (if possible). We may then be able to agree to authorise the absence.
- Whilst a 90% rate in a test or exam is positive, for attendance, 90% and below is regarded as a student being persistently absent. This will invoke follow up work and communications.
- If you or your child have any worries about what's happening or has happened in school, please bring your child in to school and talk to us about it. Do not give your child a day off.
- Students should not call home and then report to student services saying parents are on the way to collect them, this absence may be unauthorised. Students should report to student services if feeling unwell and parents will be contacted if necessary.

Finally, where attendance levels have dropped, you may receive a letter or a phone call from the school. Please note that this is with the intention to raise awareness and be supportive in the first instance.

I hope this email and any initial letters sent are received in the spirit that they are intended, that for being supportive. We hope you are able to support us in ensuring attendance of your child(ren) is a priority.

Yours sincerely.

Mr C Appleford

Deputy Headteacher

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