



**'Students' behaviour is outstanding. They are extremely proud of their school and this is confirmed through their excellent consideration and courtesy'
Ofsted 2014**

**learn
without
limits**

Dear Parents and Carers,

Being in school every day is the first and most critical step towards being successful in education. We know that the students with the best attendance routinely perform better academically, and so it is vital that all students aim for at least 97% attendance to maximise their chances of success.



The majority of girls at EGA have excellent attendance, which we regularly celebrate. Thank you to those families who continually ensure their daughters attend every day. Your support as always is greatly appreciated. Unfortunately, some girls are not currently meeting the level of attendance that will best support their learning.

Every day missed has a significant impact on your daughter's learning and also on the learning of her peers as teachers have to revisit topics and support students catching up, which may detract from the delivery of new material.



We do understand that from time to time young people are unwell and cannot attend school. If, however, an illness continues for a number of days or is recurrent, it is important that medical attention is sought. For this reason, from 25 February 2019 onwards, we will require certification from a doctor to authorise a single absence of over three days, including absences that span a weekend. Absences longer than three days that are not supported by medical certification will not be authorised. We may also ask for recurrent illnesses to be certified by a doctor before authorising them.



All absences should be reported as early as possible by telephone. Please be specific when describing the problem: do not use words such as 'ill', 'sick' or 'unwell' without further explanation as we are unable to authorise the absence without a fuller explanation.



Likewise, appointment letters or cards will be required to authorise medical appointments. Wherever possible, these appointments should be made after school, at weekends or during school holidays, particularly in the case of primary care appointments (GP, dentist and optician). If your child has to attend an appointment in school time, the time missed from lessons should be minimised by sending them to school before and after the appointment. Unnecessary absences before or after appointments will not be authorised.

Finally, we would like to remind you of our strict policy on term-time leave of absence for students. We do not authorise leave for holidays. Where there are exceptional circumstances, we may authorise leave but only for the minimum time practicable.



If you decide to take your child out of school without authorisation for an extended time or repeatedly for short periods, we will be forced to inform the local authority, who may take action including applying fixed penalty notices or prosecution for failure to secure education for your child.



Associate School Partnership with Sadler's Wells and Almeida

At EGA we want to ensure *all* students can achieve great things. Attendance is a key to their success as well as preparation for students' future careers. If you have concerns about your daughter's attendance and would like to discuss how to improve it, please contact her Head of House or Pastoral Manager.

Yours sincerely,

National Teaching School designated by National College for Teaching & Leadership

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