

The Grove Primary School

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Headteacher Ms Karen Martin



School Attendance and Punctuality

Friday 23rd February 2018

Dear Parents/Carers,

We would like to thank all parents who attended our 100% Attendance Celebration Assembly earlier this term. It was great to see so many of you there! Our overall school attendance for the autumn term was up 1.1% on last year, reaching 95.2%.

We believe that attendance is directly linked to achievement. It is essential that your child is in school every day in order for them to achieve their full potential. The school, along with the local Education Welfare Officer, regularly reviews attendance so that children whose attendance is below the government threshold level of 95% are identified. The parents of these children will be contacted initially by the school via a letter or, in the case of persistent absences, by the Education Welfare Officer.

Punctuality is also vitally important. Arriving at school for **8.45am** means that your child will be ready to start the day calmly with the rest of their class. Children arriving late in their classrooms disrupt the whole class, as well as feeling embarrassed themselves. This is an issue we will be addressing over the coming months.

We would like to remind you that according to our school attendance policy, parents/carers are required to contact school as soon as possible on the first day of a child's absence and also on each subsequent day of absence until your child returns. This may be for reasons such as your child is attending their own medical appointment or is ill and therefore unfit for school. Prolonged absence due to illness may result in medical evidence being requested by school. Unauthorised absence will be recorded unless we have confirmation from you of a valid reason for your child being absent. Absence due to illness or medical appointments for another family member will be unauthorised, unless there are special circumstances involved. Multiple occasions of unauthorised absence are investigated by the attendance team along with the Education Welfare Officer and parents will be informed by letter and invited into school to discuss the reasons for those absences.

If a special period of absence from school is required then an Exceptional Leave Request Form must be completed; these are available on the school website or at the office. However, this alone does not guarantee that the absence will be agreed by school and each case will be considered individually. The completed form should be returned to school at least 1 week before the first day of the requested absence. If leave is not granted then the absence will be recorded as unauthorised. Following 3 consecutive days of unauthorised holiday absence, including either side of a weekend or school holiday, a Penalty Notice and fine of at least £60 could be issued by county.

We really appreciate the commitment that the majority of you have to getting your child/children into school each day. We trust that with your help our attendance and punctuality figures will continue to improve over the rest of the year.

If you have any queries or require further advice or support regarding attendance please contact me via the school office.

Yours sincerely

Mrs K Hardy

Pupil Premium Champion and Attendance Lead