

The Grove Primary School

Campkin Road, Cambridge. CB4 2NB

Tel: 01223 577017 Fax: 01223 577018

Email office@grove.cambs.sch.uk Web www.thegroveschool.net

Headteacher Ms Karen Martin



Wednesday 3rd October 2018

Dear Parents/Carers,

Welcome back to a new school year! We have had a great start to the year with lots of children attending school every day. We want to maintain this throughout the year and hope to reach our attendance target of 96% by July 2018.

At The Grove we believe that attendance is directly linked to achievement. Therefore it is essential that your child is in school every day in order for them to achieve their full potential. School, along with our Education Welfare Officer, regularly reviews attendance so that children whose attendance is below the government threshold level of 95% are identified quickly. The parents of these children will be contacted by school and should attendance levels fail to improve they will be invited in for a meeting with the attendance team. In the case of persistent absences and especially those which are unauthorised, penalty notices will be issued, in accordance with recently updated County procedures. For this reason it is important that you inform school from the first day if your child is absent, so that the correct marks can be entered into the register.

We believe that in order to make the best progress possible, children need to be in school every day. However, we understand that there may be occasions when you need to request a leave of absence for a special reason. If this is the case an 'Exceptional Leave Request Form' (available on the school website) should be completed and returned to the school office. This does not guarantee that the leave will be granted, as requests are dealt with on an individual basis. If the leave is not agreed, any absence will be recorded as unauthorised and will count against your child's overall attendance percentage. In the case of unauthorised term time holidays, penalty notices will be issued- in accordance with county guidelines.

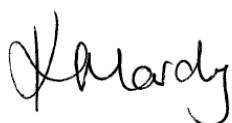
Punctuality is also important. Arriving at school in time for **learning at 8.55am** means that your child will be ready to start the day with the rest of their class. Remember that children should be entering their classrooms from **8.45am** to begin their early morning work and maximise their learning time. Our breakfast 'Pitstop' club is available from 8am if you need to bring your child to school earlier (ask at the school office for further details). School registers close at 9.15am and should your child arrive after that time they will be recorded as having an unauthorised absence for that session. This will count against their overall attendance percentage.

Please refer to the chart below to see how your child's attendance could be affecting their learning:

It All Adds Up!					
Your child deserves an education.					
190 days in school	7.5 days absent				
	182.5 days in school	9.5 days absent			
		180.5 days in school	13 days absent		
			177 days in school	19 days absent	
				171 days in school	28.5 days absent
					161.5 days in school
100% Excellent	96% Good	95% Becoming unsatisfactory	94% Poor	90% Very poor	85% or less Unacceptable
This is the best chance of success! You should be aiming for 96% and above. Great attendance is celebrated in school!		Worrying It will be harder for your child to make progress. Letters are sent home and a meeting with school is arranged.		Cause for concern Penalty notice is issued.	Serious concern You could be taken to court!
				Your child's learning will be seriously affected.	

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