



17<sup>th</sup> September 2019

**Attendance and punctuality**

Dear Parents/Carers,

**Punctuality**

All children should arrive in school by **8:45am**. Registration takes place between 8:50am and 8:55am. If children arrive after 8:55am, they will be marked as late in the register. Any children who arrive **20 minutes after** the register has been taken will have an '**unauthorised**' late mark, which counts for the whole morning session.

If late arrivals become a regular occurrence, parents/carers will be contacted by letter in the first instance and if punctuality does not improve over the coming weeks, the letter will be followed up by a telephone call and then an invitation into school for a meeting.

Class teachers set children 'early bird' activities every morning, which are an important start to the children's day. This work quite often helps to consolidate any skills or knowledge previously learnt whilst also helping children prepare for the day ahead. Parents/carers should therefore ensure their child arrives in good time.

**Absences**

If your child is going to be absent, parents/carers have a legal **duty** to inform school of the reasons why, by telephoning school as soon as possible on the first day of absence **and** on each consecutive day afterwards.

Doctors or dentist appointments should **not** be made in school hours unless it is an emergency. However, we understand there are certain cases with hospital appointments where it is not within the parents/carers control to determine the days and times.

As a school, we are legally required to monitor all children's attendance. In the event of a child being absent from school for 10 or more consecutive days with no reason provided by parents/carers, schools are legally responsible for reporting these absences to the Local Authority. A child absent from school under these circumstances would be deemed as '**missing in education**' and the Local Authority would have to take the necessary steps in order to locate them.

**Persistent absentees (PA)**

Any child who has an attendance of 90% or lower is regarded as a '**persistent absentee**' as this means they will have missed 10% or more of any possible sessions in the academic year (each school day counts as 2 sessions).

**Please be assured that any children with a serious medical condition would be excluded from our persistent absentee data and support would be offered along with close monitoring of their circumstances.**



As part of our commitment to safeguarding children, school will monitor children's attendance closely. Our initial interventions begin once a child's attendance drops below **95%**, by a telephone call to parents/carers to offer early support. If there is no improvement after several weeks, parents/carers will then be invited into school for a meeting to see what further support can be offered.

### **Holidays in term time – important reminder from the government.**

In 2014, the Government put changes in place which restricted the ability of head teachers being able to authorise holidays during term time. The changes meant that unless the absence was due to exceptional circumstances, school would not be allowed to authorise it. Any parents/carers who take children out of school during term time where the reasons are not exceptional will have to be marked as '**unauthorised.**'

The Local Authority monitor every school's attendance data regularly and they may wish to take further action in cases of poor attendance. For children taken out of school during term time for an unauthorised holiday, they may choose to issue the parents/carers with a fixed penalty notice of £60 per child (if paid within 21 days) or £120+ (if not) under Section 23 of the Anti-Social Behaviour Act. Failure to pay the fine could result in prosecution.

### **Attendance rewards**

Park Grove recognises the importance of good attendance and punctuality, which is reflected in an attendance rewards system and is based on the following criteria:

Children with 100% receive a gold certificate at the end of each term,  
Children who achieve 100% for whole year will receive a platinum certificate and a prize.

### **Attendance Bears**

In 2016, Park Grove introduced two attendance bears for EYFS/KS1 (Preston) and KS2 (Bear Growls) and they have become very popular with the children. Our attendance bears will continue and will be awarded during each key stage assembly to the class with the best attendance for that week.

We hope our rewards system will continue to help improve punctuality and attendance at Park Grove and as always, we really do appreciate all the effort our parents/carers put into supporting their children's education.

If you have any queries or questions in relation to any of the information in this letter, please do not hesitate to contact us.

Yours sincerely,



Miss Jo Sawyer  
Headteacher



Miss Natalie Slater  
Pupil Support Team