



Park Grove Primary School
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Headteacher
Miss J Sawyer

Charity Registration no. 1127874

Assistant Headteachers
Mrs V Hearson
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Empowering Children through Creative Learning

Attendance & Punctuality Parents' Guide

Punctuality

Children should arrive at school by **8:45am** via their designated entrance. Registration takes place between 8:50 and 9:00am. If children arrive after 9am, they are marked as late. Persistent lateness causes problems for children, the class and the teacher. Parents should therefore try to ensure that their child arrives in time for the start of school.

Absence due to Illness

If your child is too ill to come to school, you must contact the school OFFICE before 9:00am to inform them of the reason for your child's absence.

Parent / Carers are required to update the school office **each day** of their child's absence.

If a child is going to be off school for more than 5 days, then evidence must be provided - e.g. doctor's note.

We would expect children to attend school even if they show signs of the following and other minor ailments:

- ☐ Sneezing
- ☐ Coughing – providing a PCR test has been completed
- ☐ Runny nose
- ☐ Cold
- ☐ Sore throat

Absences due to other circumstances

Should you feel you have to take your child out of school for any reason, and this is **unavoidable**, then permission must first be requested by completing an absence request form, which can be either be downloaded from the website or requested at the main office.

(Other **unavoidable emergency** absences such as a family bereavement will be considered carefully on an individual basis. Please ensure that school is contacted and informed of the emergency.)

Medical & Dental Appointments

Please make all GP and Dental appointments **out of school hours**.

If your appointment is from 10am onwards in the morning, please bring your child to school first for registration.

Please provide proof of **all** appointments to the school office – such as appointment cards or appointment letters.

GP's and Dentist's surgeries both work until the late afternoon which gives parents the opportunity to make appointments after school has finished for the day.

If your child requires an emergency appointment and is made during school hours we request that you take your child out of school for only the time of the appointment and return them to school immediately afterwards. This will keep your child's lost learning time to a minimum.

Authorised and unauthorised absences are reported to parents annually and the Department for Education three times a year. These are held on a pupil's school record throughout their school life.

Please be aware that we understand Hospital appointments cannot always be had out of school time and we do appreciate that these cannot be changed. However, please still provide a copy of their appointment letter or card in order that this can be authorised.

Attendance and Punctuality at Park Grove is viewed as a shared responsibility of the school between staff, governors, parents, pupils and the wider community.

We welcome new ideas and strategies on how to help us improve the attendance and punctuality of our pupils.

We offer support consistently to pupils and their families around issues relating to attendance and punctuality.

Our rules and regulations around attendance and punctuality are there to ensure the safety and well-being of your children, and to ensure that every pupil is given the opportunity they are entitled to learn, grow and achieve to their highest expectations.

Thank you for your ongoing support.