



# ATTENDANCE



Park Grove Target - 97% or above

Current Park Grove Attendance - 95%

May 2023

## Attendance Matters



Every Day Counts....

★ BE AN ATTENDANCE HERO - ★  
HERE, EVERYDAY, READY,  
ON TIME

## A is for attendance!

A huge thank you to our parents/carers for your ongoing support with school attendance so far this year. Since we introduced a few key changes in order to raise our attendance profile, the impact has been very good!

Our aim is for every child to be in school learning with their friends every day, on time. Our school attendance is currently **95%** (which has dropped since the beginning of the year) and we continue to work together in partnership to reach our goal of above 97% or above. We need to keep our motivation going and not lose momentum.

## BEING ON TIME EVERYDAY

ALL DOORS OPEN AT  
**8:35AM**

Punctuality is also extremely important. Children who arrive late to school miss out on vital learning time but also interrupt the learning of others. Children are often embarrassed when arriving late and staff regularly witness how unsettling this can be for them and this can impact their entire day. We want to avoid this wherever possible.

All children need to be in school by 8:45am when lessons begin.

## FALL INTO 100% REWARDS

Every Friday, if your child has been in school on time everyday that week, they will receive a raffle ticket and be entered into our Super Summer Raffle!

**1st Prize - £50 Hollywood  
Bowling/Golf voucher**  
**Runners Up prizes - assorted  
treats**



# ATTENDANCE



Park Grove Target - 97% or above  
Current Park Grove Attendance - 95%

May 2023

## ★ AUTHORISED OR UNAUTHORISED ABSENCES? ★

It is a legal requirement for schools to keep a register twice a day.

Schools have to decide on whether absences are authorised or unauthorised.

**Authorised absences** include:

- illness
- medical appointments (proof will be required otherwise school won't be able to authorise the absence)
- days of religious observance
- leave (granted only in exceptional circumstances)

**Unauthorised absences** include:

- holidays in term-time (not exceptional circumstances)
- celebrating a birthday
- looking after parents or siblings
- minding the house
- going shopping
- oversleeping
- arriving late
- strike days (if school is kept open)

The above include collecting your child before hometime.

Only the headteacher is allowed to determine whether absences are authorised or unauthorised.

School attendance is important because the law requires it. As a parent you are legally responsible for making sure your child receives a full time education.

## BELOW 90% ATTENDANCE

School monitors all children's attendance closely.

If your child's attendance drops below 97%, we will send a letter to parents/carers highlighting our concerns.

If your child's attendance falls below 90%, we will contact you by letter and telephone to arrange a meeting in school - your child will be placed on a PA Action Plan, which school will monitor closely and review regularly.

10 unauthorised sessions (5 days) in any 12-week period will lead to a Fixed Penalty Notice (FPN) of £60 per child.

[https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/?utm\\_medium=email&utm\\_source=govdelivery](https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/?utm_medium=email&utm_source=govdelivery)

## REPORTING AN ABSENCE



If your child is unable to attend school, please contact the school office before 8:55am with full details of the reasons why.

If we do not hear from you, we will ring you to find out why your child is not in school. If you do not provide a reason for your child's absence, this absence will be recorded as unauthorised. If we cannot get in touch with you, we will visit your home to ensure your child is safe.