



8th September 2023

Dear Parent / Guardian,

Attendance and Punctuality

We have recently reviewed our attendance and punctuality policies and an important part of that is ensuring that you understand our procedures. Park Grove Primary Academy places great importance on helping all children form excellent patterns and habits in relation to daily attendance and punctuality. We believe that by helping children from a young age develop consistent daily routines this sets them up well for future life and gives them the best chance of accessing a full and rich educational entitlement. Furthermore both OFSTED and the Government demand that school's closely monitor daily attendance and intervene early if any patterns of absence are beginning to form. We believe very much in honest and transparent communication from the outset with all of our parents, and we know you will understand that legally you have a duty to send your child into school every day and on time. Our attendance policy has been devised with the safety of your children firmly in mind. The safeguarding of your child remains our number one priority. Both as a school and you, as parents, need to know where your children are during the school day. In the event of you needing to keep your child off school, we need you to ring the school office before **9:30am** on each morning of absence with the following information:

- Your name
- Child's name
- Child's class
- Reason for absence – this must be given or the absence will be recorded as **unauthorised**

Your child's prompt arrival at school in the morning is a very important factor in ensuring your child is "ready to learn". A late start can be unsettling for a child because it is at the beginning of the day when children are settling into the school day. We request that your child arrives no later than **8:45am** each morning but doors open at **8:35am**. Where we see children struggling at the start of the day is often due to an unsettled start. We kindly ask that you work closely with your child to give them as calm a start to their learning experience as possible. We also ask you to speak to their teacher if you are noticing that your child is finding coming to school difficult for any reason. We always want to support and early intervention is really key in minimising the escalation of any concerns you or your child may have.





Half-termly review

Each half term we review our attendance and punctuality figures and then make contact with families regarding pupils who are below certain trigger points. There are a series of letters that will be issued throughout key points in the academic year depending on the severity of the level of absence or lateness. We fully understand that there may occasionally be circumstances, such as illness, when your child cannot be in school. Through our absence tracking and consultation process we will always make time to understand where absence is genuine and unavoidable.

Government expectations on how we measure, monitor and respond to persistent absenteeism in schools

The Department for Education is very clear in their expectations of how schools are required to respond to persistent absence. Where it is apparent that a child is regularly missing school you will be notified and plans and support will be implemented to support a reduction in your child's absence. If your child continues to be absent without clear medical verification the school is required to implement Persistent Absence action plans, and we will welcome your support and participation in a meeting to discuss the absences further.

How much learning could your child be missing?

Please see below a guide to how percentages equate to whole days missed.

Attendance %	Days of learning missed
98%	4 days
95%	10 days
90%	19 days

Holidays in term time

We would also like to take this opportunity to remind parents that there is **NO entitlement** to additional holidays outside of normal school holiday times. End of Key Stage assessments (SATS) take place in May for children in Y6 and Phonics Screening takes place in June for Year 1 children. It is particularly important that these children are in school during these times. Any unauthorised leave of absence will be subject to a Fixed Penalty Notice.

Our team is always available to talk through any concerns that you may have, please don't hesitate to call the school if you have any questions or concerns. Successful home and school partnerships is something we will continually invest in. We look forward to working in close partnership with you and your child.





Park Grove
PRIMARY ACADEMY

Thank you for your support.

Kind regards,

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