



ATTENDANCE



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

Spring Term 1 2024

Attendance Matters



Every Day Counts....

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

Welcome to our Spring Term 1 Newsletter!

Our whole school attendance target is 97%.

This target is based on the government expectations for school attendance.

However, our attendance for last academic year was below 95% and our current whole school attendance is also 95%.

We need to improve this to reach our target.

At Park Grove we know the impact regular attendance has on your child's learning and well-being; and that having good attendance is directly linked to raising achievement and develops skills for life and work.

Regular attendance enables pupils to adapt better to routines, schoolwork, and friendship groups. Therefore we ask that parents/ careers support the school by ensuring that your child attends school every day and arrives ready to learn and on time.

BEING ON TIME EVERYDAY

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

It is important to be on time at the start of each day. The start of school is used to give out instructions or organise work. If your child is late they can miss work, time with their class teacher, getting vital information, cause disruption to the lesson for others, and it can be upsetting for them leading to possible further absence. School starts promptly at 8:45am.





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MEDICAL ADVICE

We understand that after the pandemic we can become increasingly anxious about our children and their illnesses.

We have been looking at our whole school attendance and the reasons why some are off school. In a lot of cases they appear to have minor illnesses such as a cough, or headache or tummy ache. In these cases we ask that you bring your child to school, we will look after and monitor them. If they deteriorate during the day we will always ring you to come and collect them. If you are unsure please look on the NHS website or ring the school for more support.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

WHAT IS PERSISTENT ABSENCE?

School monitors all children's attendance closely.

If your child's attendance falls **below 97%**, we will contact you by letter to raise our concerns.

If your child's attendance continues to decline to **below 90%**, they are classed as a persistent absentee.

You will be invited into school for a meeting to discuss what school can do to support your family to improve attendance.

REPORTING ABSENCES

If your child is going to be absent you must contact school every day from **8.00am** and no later than **9.30am** to let us know the reason why - it is a legal requirement for parents/carers to inform school.

If no message is received, the following procedures will be followed: A text message will be sent, followed up with a phone call home. If there is no contact by 12.00pm we will conduct a wellbeing and safeguarding visit to the house to ensure everyone is safe. We have a duty of care to ensure your child's safety as well as their regular school attendance.

"THIS MORNING,
HE WAS WORRIED
ABOUT SCHOOL...
BUT LOOK AT HIM
NOW!"





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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
- celebrating a birthday
- looking after parents or siblings
- minding the house
- going shopping
- oversleeping
- arriving late

The above includes collecting your child before our official hometime.

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

HOLIDAYS IN TERM-TIME

If the Headteacher cannot authorise holiday requests because they are not deemed as 'exceptional circumstances,' parents will be issued with a Fixed Penalty Notice if they proceed with the holiday.

A Fixed Penalty Notice can require a parent to pay a sum of £60 for each child taken on holiday. Each parent can be issued with a notice for each child so two parents with two children can potentially be issued with four notices of £60.

ATTENDANCE REWARDS

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

1st Prize - £50 One 4 All gift card

Runner Up prizes - Easter Eggs

