



ATTENDANCE



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

Spring Term 2 2024

Attendance Matters



Every Day Counts....

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

Welcome to our Spring Term 2 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/ carers 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**

Frequent lateness can negatively affect your child's mental health, learning ability, concentration and friendships.

Children who frequently arrive late are at a significant disadvantage compared to those who arrive on time, every day.

**School starts promptly at
8:45am.**





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ILLNESS

From time to time your child will wake up in the morning saying that they feel unwell.

Whilst we do encourage children to come to school even if they 'feel a little unwell,' we do not want any child who is genuinely ill with chickenpox or measles, for example, to come to school.

Please note, we have now reduced our sickness and diarrhoea policy to 24-hour from the last episode, as advised by Public Health England.

Always try and send your child to school if they are a little 'under the weather' - for example with a runny nose, cough, headache, tummy ache. School will always contact you if your child becomes too unwell.

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 highlight our concerns.

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

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 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.



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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 (3:15pm for KS1 and 3:20pm for KS2).

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

HOLIDAYS IN TERM-TIME

As a school, we are not allowed to authorise holidays during term-time unless they are 'exceptional circumstances.'

Parents will be issued with a Fixed Penalty Notice if they proceed with the unauthorised 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** each (**£240** in total). The Government is planning on increasing this to **£80** per child, per parent.

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

