

Grange Infant School
Franklin Road
Rowner
Gosport
Hampshire
PO13 9TS



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W: www.grangeinfantschool.co.uk

Headteacher: Miss S Myers
Deputy Headteacher: Mrs E Poate



Dear Parents/ Carers,

As we enter a new academic year, we are 'aiming high' with our attendance. Regular attendance is extremely important to help your child achieve, reach their highest potential and give them the 'flying start' they deserve.

We would like to remind parents/carers that we need you to:

- Support the school with their child in aiming for 100% attendance each week.
- Make sure that any absence is clearly accounted for by phone or in person on the first and each day of absence by **10am**.
- Avoid taking your child out of school for non-urgent medical or dental treatment.
- Use the school form for absence requests – available from school office. Please note that Service Personnel are required to provide a letter from their attached company/regiment to support any leave of absence request.
- Discuss with the Head Teacher any planned absences well in advance.

Please understand that ALL parents will be asked to sign their child/ ren in if they arrive at school after 08.55am and sign their child/ren out if they are leaving the school building before 3.15pm.

A VALID REASON MUST BE PROVIDED. 'RUNNING LATE' IS NOT AN ACCEPTABLE REASON FOR LATENESS.

If you ever have any concerns regarding your child's attendance, please do not hesitate to speak with me, Miss Myers or a member of the attendance team. You may also wish to speak to the office or with your child's class teacher but these concerns will always be passed to me to address.

Yours sincerely,

Miss Myers
Headteacher





Grange Infant School Attendance Flow Chart

Please note that all contact and support will be recorded

