



Attendance Matters at Grange Infant School



Regular attendance is extremely important to help your child achieve, reach their highest potential and give them the **'flying start'** they deserve. Research shows that missing school can have a huge impact on a child's education and by law, all children of compulsory school age (between 5 to 16) must receive a suitable full-time education. As a **parent, you have a legal responsibility** to make sure this happens and as a school, we are required by the Government to inform parents/carers when their child's attendance falls below 90%. This is monitored carefully and daily by our attendance team.

Just the odd days can really add up!

90% attendance can mean that your child has missed 20 days of school (four weeks of school)

Therefore you need to ensure that your child attends **regularly** and **punctually**. Even arriving just 5 minutes late per day will add up to 3 days of lost school time!

We always endeavour to be sensitive to needs and personal circumstances and strive to work together to resolve any concerns and to offer our support in any way we can. However in the circumstances attendance does not show significant improvement (in individual cases) we will arrange a meeting to discuss your child's attendance further





Why Attendance Matters

- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, school work and friendships easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders are more successful in transferring between key stages.

Conditions such as headaches, colds, cold sores, verrucas, warts head lice (this does require treatment), DO NOT require time off school. For further guidance please visit:

<https://what0-18.nhs.uk/parentscarers/child-unwell-ok-go-nurseryschool-1>

Neither should your child have a day off because it is their birthday or to go shopping for clothes. If you have any issues or would like to speak about your child's attendance, you can speak to a member of staff who will be happy to talk/support you and your child in order to ensure all pupils can access learning.

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

- Support the school with their child in aiming for 100% attendance each year.
- Make sure that any absence is clearly accounted for by phone or in person on the first and subsequent days of absence. Our telephone number is: [023 9258 2984](tel:02392582984)
- 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.

Term dates can be found on:

<https://www.hants.gov.uk/educationandlearning/schoolholidays>

or alternatively visit our website:

<https://www.grangeinfantschool.co.uk/>

Penalty Notice

A Penalty Notice is a fine which may be issued in circumstances where it is believed that a person has committed an offence under Section 444(1); that is, where a child fails to attend regularly at their registered school.

Penalty Notices can be issued for unauthorised absence. In Hampshire, Penalty Notices are issued when a pupil has 10 or more half-day sessions (equivalent to five school days) of unauthorised absence, in any 10 school week period. We also issues Penalty Notices for where children's attendance is below 95% and not consistently rising.

For more information about Penalty Notices, please go to: www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents

Time Keeping: School starts at 08.55am therefore children need to be on the playground before this time. Learning begins immediately once children arrive in the classroom.

Late arrivals must report to the main reception.

