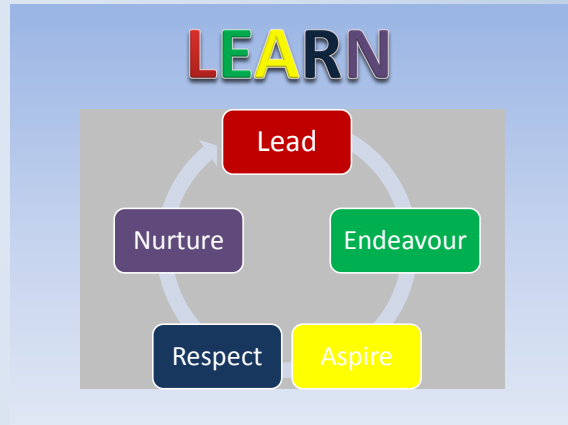




The Grove Primary School Attendance Guide for Families



.....every moment matters!

Attendance at The Grove Primary School

We believe there are two main reasons why we should strive for maximum attendance and punctuality:

Every lesson in school is important in ensuring that our children achieve their potential.

Attendance and punctuality are valuable life skills.

At The Grove Primary School, we are committed to providing high quality, engaging experiences and learning opportunities which enable all pupils, no matter what their strengths, to achieve their potential. In every lesson, every day, we aim to develop pupils' skills and understanding, carefully building on their prior knowledge and giving them the tools to succeed. Absence from any one of these lessons or experiences can cause anxiety for the child, as they feel that they have fallen behind, and may have an impact on a child's ability to succeed in the task that has been set. Frequent absence, or absence for blocks of time, will have a long lasting effect through the learning 'gaps' that are created in a child's understanding.

Furthermore, at our school we believe that attendance and punctuality are life skills which demonstrate an individual to be reliable, responsible and organised. It is the responsibility of the school and parents in partnership to prepare our children for the future and we believe that attitudes to attendance and punctuality developed at school will resonate throughout our children's life and chosen careers. The school is committed to equality of opportunity for all its pupils and will work alongside pupils and parents to enable all children to maximise their attendance and their access to the curriculum.

Non-School Attendance - Your Responsibilities and Legal Duties

You have a legal responsibility to make sure your children get a suitable education (as set out in The Education Act 1996). For the majority, this means making sure your child is registered at a school and that they regularly attend during term time. If your child fails to attend school regularly you are committing an offence and could be issued with a Penalty Notice or prosecuted, which could result in a fine of up to £2500 or imprisonment for failing to ensure your child regularly attends school. Magistrates can also impose a Parenting Order, which would mean you having to attend parenting classes. The Local Authority can also apply for an Education Supervision Order.

Attendance Expectations - Our Responsibilities and Legal Duty

All children across the country are expected to have at least 95% attendance throughout the year and it is our responsibility to aim to maintain this high standard at our school. Regular attendance is vitally important as missing school for just a few days a year can damage a child's chances of gaining good GCSEs, according to a report published by The Department for Education (24 March 2016). The research shows that overall absence has a negative link to attainment, with every extra day missed associated with a lower chance of achieving 5 or more good GCSEs or equivalent at grades 9 to 4 including in English and Maths or gaining the gold standard English Baccalaureate (EBacc).

Schools must adhere to strict national guidance about authorising types of absence and we would like to draw your attention to the following:

Leave of Absence

- Holidays during term time will not be authorised unless there are exceptional circumstances. Family holidays are not considered to be an exceptional circumstance. This includes single days to make a long weekend and any overlap at the beginning or end of the school holidays.

Parents should note that holidays during term time can only be authorised if there are exceptional circumstances.

Where there are no exceptional circumstances it is important to be aware that the school position is clear. Holiday absence during term time: WILL affect your child's learning. WILL put additional pressure on class teachers and support staff. WILL impact negatively on the school during an Ofsted

- The school will inform the Education Welfare Service where 10 or more unauthorised sessions (5 school days) are recorded within the previous 6 month period of a current academic year and they may issue a Penalty Notice for each child to each parent. A Penalty Notice is an alternative to being taken to court by the Local Authority. Anyone who has day to day care of a child is considered a 'parent' and legally responsible for making sure the child attends school, this could be a step parent or a parent not living at the child's home address.
- The penalty is £120 per child per parent if paid within 28 days. The penalty is reduced to £60 per child per parent if paid within the first 21 days. If you do not pay the fine within 28 days the Local Authority may prosecute you in the Magistrates' Court. This could lead to a fine of up to £1000 per parent per child.
- Exceptional circumstances may include the death or terminal illness of a person in the immediate family or service personnel who cannot take leave outside of term time.
- You must make any requests for leave of absence in advance and you must be the parent the child normally lives with. It is important to give the Headteacher as much information as possible when applying for a leave of absence.

Medical Appointments and Illness

- All appointments, including medical, must be made outside of school time unless scheduled by a medical professional and cannot be changed.
- Where attendance is causing concern, evidence of any absence due to illness or medical appointments can be requested.
- If your child is absent due to illness please leave a message on the pupil absence line by calling 01225 755242 (option 1) before 9am or email absence@grove.wilts.sch.uk. Please do this every day that your child is absent, even in cases of subsequent absences so that we are able to comply with safeguarding procedures.

Registration

- Registers are taken at 8.40am in classrooms. Children arriving after 8.40am will be marked as late and must report to the school office.
- Children who arrive late to school after 9am constitutes an unauthorised absence in accordance with DFE National and LA statutory guidelines.

Overall Statement

We expect all children on roll to attend school every day, when the school is in session, as long as they are fit and healthy to do so. We do all we can to encourage children to attend and to put in place appropriate procedures to support everyone to do so. We recognise and promote a shared responsibility and aim to promote a good partnership approach; supporting and encouraging parents to work with the school in ensuring good attendance. Our school Attendance Policy is available to view on our website.

The legal references which underpin our Attendance Policy may be found at:

'Keeping Pupil Registers' DCSF 2007 Wiltshire County Council Guidance on Attendance

Department for Education / Pupil Support Behaviour & Attendance Amendment Regulations 2013

Please do not hesitate to contact the school should you need any further advice on attendance.

admin@grove.wilts.sch.uk

01225 755242

Every day counts. There are 195 days in the School Year, five of which are Teacher Development days. This means that throughout the year there are 175 days for families to enjoy together. Every day school lessons are carefully planned so that your children can benefit from a broad and balanced curriculum. This equips them to progress with their life skills and education, so that they can maximise their full potential for their future lives. Is your child missing out?

If your child is at school for 190 days out of 190, that is 100% attendance and your child is able to benefit from all school has to offer and has a good chance of making excellent progress in their education and life chances.	
If your child is at school for 180 days out of 190 that is 95% and means that your child has missed 10 days of learning and is able to catch up with missed lessons. This is the percentage that the UK Government expects all children to be able to achieve.	95%
If your child is at school for 170 days out of 190 that is 89% and means that your child has missed 20 days (4 weeks) of learning which is hard to catch up with.	89%
If your child is at school for 160 days out of 190 that is 85% and means that your child has missed 30 days (6 weeks) of learning and this will impact their progress at school.	85%
If your child is at school for 150 days out of 190 that is 79% and means that your child has missed 40 days (8 weeks) of learning this will seriously impact the progress your child is making and may hinder their future life chances.	79%
If your child is at school for 140 days out of 190 that is 74% and means that your child has missed 50 days (10 weeks) of learning. Your child is being denied a considerable amount of their educational entitlement and the consequences on their life chances may be far reaching and irreparable.	74%