



Attendance Information for parents/carers

Academic Year 2023-2024



"Every School Day Counts"

ATTENDANCE

At Grange Community Nursery & Primary School we believe that good attendance is essential. Regular school attendance allows pupils to take full advantage of the education offered to them, and to gain the necessary skills to equip them for later life. There is a consequent risk of underachievement when absence is high. We understand there may be times when absence is unavoidable—for example, if unwell; however, any other absence should be kept to an absolute minimum.

PROCEDURES FOR MONITORING ATTENDANCE LEVELS

In-line with new Local Authority guidelines, as a school we now monitor all pupils whose attendance falls below 97%. If your child's attendance falls below this level, we will write to parents/carers to remind them of the importance of attendance at school. If there is no improvement, we will invite parents/carers to attend an 'Attendance Panel Meeting' where we will discuss any barriers children may be facing and devise strategies to ensure regular attendance. If there is still no improvement, and attendance continues to fall, we are obliged to inform the 'Education Welfare Officer' who may issue a 'Fixed Penalty Notice'.

PROCEDURES FOR UNAUTHORISED ABSENCES DUE TO ILLNESS

When your child is ill, absence must be reported by either a phone call (01606 800390) or email (attendance@grange-pri.cheshire.sch.uk) on EACH DAY of absence. In the case of an absence being unauthorised a letter will be sent to parents/carers outlining the absence and requesting an explanation. If the explanation is unsatisfactory or if absences continue to be unauthorised, parents/carers will be invited to an 'Attendance Panel Meeting' to discuss strategies. If ten unauthorised absences are accrued (one school day counts as two sessions) we are obliged to refer the case to the 'Education Welfare Officer', who will undertake a 15-day monitoring period. If unauthorised absence is recorded during this period, a 'Fixed Penalty Notice' may be issued.

PROCEDURES FOR LATENESS

Whilst it is vital that your child attends school as often as possible, it is also vital to their education that they are on time each day. The beginning of a lesson is often the most important part and children are disadvantaged if they miss this. Therefore, as a school we also track children's lateness. If three late marks are accrued, a late letter will be sent to parents/carers reminding them of the importance of being on time. If a further three late marks are accrued, a second letter will be sent. If lateness continues, parents/carers will be invited to attend an 'Attendance Panel Meeting' in school to discuss strategies to avoid this situation in the future. Times are as follows:

8.30am: Doors Open

9.00am: Doors Close

Any child who comes in after 9.00am, will be given a L (late) code

9.30am: Any child who comes in after 9.30am, will be given a U (unauthorised) code until a reason for absence is confirmed

TERM TIME HOLIDAYS

The Department for Education has made amendments to the 2006 regulations for Pupil registration which came into force on the 1st September 2013.

These amendments remove all entitlement to family holidays and extended leave as well as the previous statutory threshold of ten school days. This means that from September 1st 2013, we are not authorising any absences during term time, other than for illness and medical/dental appointments.

If parents/carers do intend taking their child(ren) out of school during term time for 10 sessions or more, we request that an 'Information regarding absence in term-time form is completed and handed into school prior to the absence. This is to ensure we are safeguarding our children and know their whereabouts when they are not in school. These forms are available from the School Office or can be downloaded from the school website.

In situations where families do take leave for 10 sessions or more, we will inform the Inf Education Welfare Officer of the absence and they may issue a Fixed Penalty Notice. These Fixed Penalty Notices are part of the Government's drive to improve attendance.

The cost of the Fixed Penalty Notice (FPN) is £60 per child, per parent and must be paid to Cheshire West and Chester within 21 days, in one lump sum.

If not paid, this will double to £120 per child, per parent. If the fine has not been paid after 28 days, legal action will be taken by the Local Authority. (Please note that this reflects amendments to 2007 regulations, which have reduced timescales for paying FPNs)

As many of you will be aware, the DCSF & Ofsted monitor the attendance of children in school very closely and our school will be held to account if we do not enforce the changes.

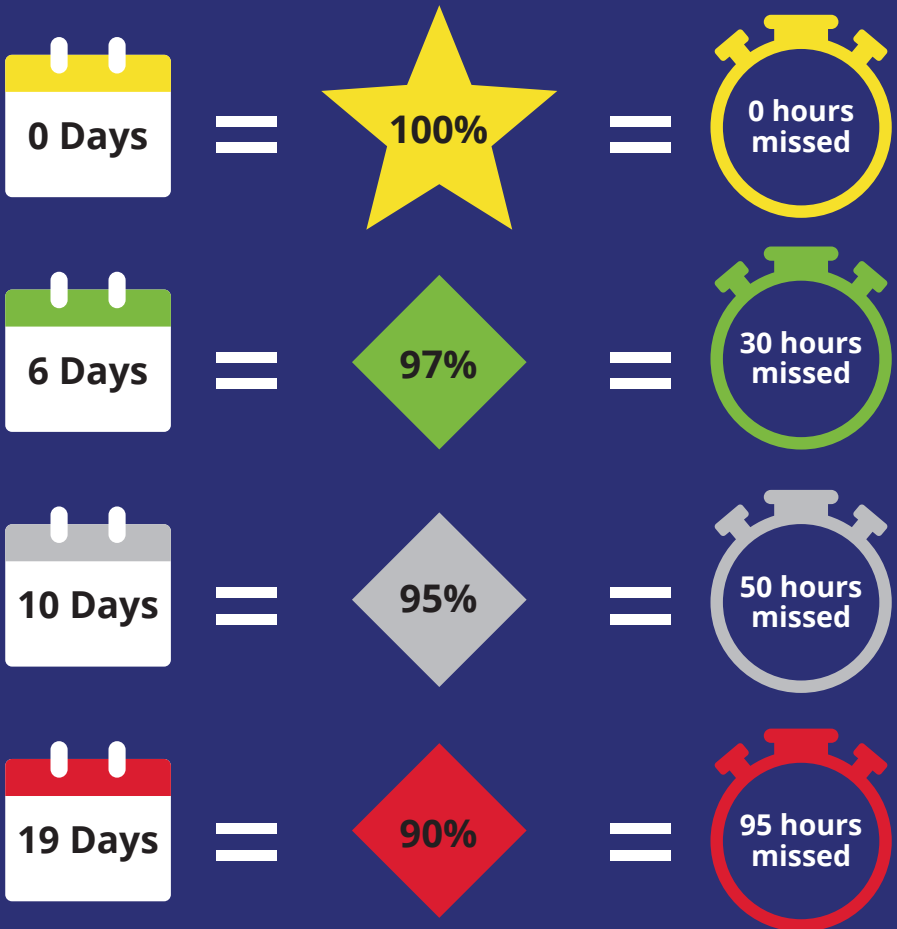
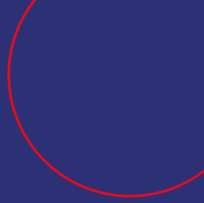
SCHOOL ATTENDANCE POLICY

A copy of our Attendance Policy is available on our website. Please let the school office know if you would like a printed copy. The policy is updated annually in line with Trust procedure.



FURTHER INFORMATION

Scan the QR Code to learn how to improve your child's school attendance and where to get support on the government website.



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