Grove Street Primary School

MINDS | LEARNING | FUTURES

Every child deserves a Champion

Attendance Policy on a Page

SCHOOL HOURS: At Grove Street Primary, the school day begins at 8:35 am for all children. It finishes at 3:05 pm. Registers are marked by 8:55am and close at 9:05 am.	ATTENDANCE LEAD: If you have any questions about attendance, the lead person for attendance at Grove Street Primary School is Caroline Stanley (DHT).	OTHER ATTENDANCE CONTACTS WITHIN SCHOOL: Other members of staff who you may need to contact in relation to your child's attendance are: Lisa Rutherford & Rachel Walker (Attendance officers) Enid Kenney - Family Support Lead Rachel O'Driscoll - Mainstream Attendance Lead Sian Campbell - Specialist Base Attendance Lead
IF YOU KNOW YOUR CHILD NEEDS TO BE ABSENT:	IF YOUR CHILD IS ILL ON A SCHOOL MORNING:	IF YOU WANT TO TAKE YOUR CHILD OUT OF SCHOOL ON HOLIDAY:

If you know that your child needs to be absent for a particular day or part of a day in advance for things such as medical or dental appointments then please contact school to let us know. **How to contact school:** Arbor- InApp Messaging Telephone 0151 645 2170 Email: schooloffice@grovestreet.wirral.sch.uk	If your child has been ill during the night etc. please contact school either by phoning 0151 645 2170 or by messaging Arbor- InApp Messaging It is important that we know why your child is not in school.	Headteachers can only authorise leave of absence in exceptional circumstances and can only do so in advance of any time out of school. If you believe that there are exceptional circumstances around why you need to take your child out of school then you will need to complete a Leave of Absence Request form and hand it in to the office.
IF YOUR CHILD'S ATTENDANCE STARTS TO DROP: We will offer support such as: A call from the school office Dojo message from office / class teacher ELSA family support, e.g. soft landings, EBSA support, signposting to other agencies KS2 Attendance report card Informal support meeting with key stage lead Letter to family	IF YOUR CHILD BECOMES PERSISTENTLY (attendance below 90%) OR SEVERELY ABSENT (attendance below 50%) we will send letters home detailing your child's absences. We will then offer support Meetings with Sharon McCrudden (Locality Attendance Officer) if attendance falls below 90%. If these steps don't help to improve your child's attendance, the school may look to request a penalty notice from the local authority. **Unauthorised attendance that falls below 75%** is a very serious concern,attendance below 50% is severely absent and we would	WHAT MIGHT HAPPEN TO YOU IF YOUR CHILD HAS POOR ATTENDANCE OR IF YOU TAKE YOUR CHILD ON HOLIDAY IN TERM TIME. If there is **no improvement in attendance we may issue a** Fixed Penalty Warning or Notice which could lead to prosecution. There is no automatic entitlement in law to a leave of absence in school time to go on holiday. Taking holidays in term time may attract sanctions such as a Fixed Penalty Notice.

We regularly use data to identify those children whose attendance is a concern and may also speak to previous schools or schools where siblings attend to ensure a coordinated and fully informed approach.	seek advice from social care and the Local Authority.	Our more detailed attendance policy is available on our school website at Grove Street Primary School

Working together to improve school attendance - GOV.UK