



# Greenvale Primary School

Headteacher: Mrs A Allnutt

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Dear Parent/Carer

## Excellent attendance means fulfilling potential

Greenvale Primary School is committed to ensuring all children achieve their full academic potential and believe that good attendance means good learning.

The positive impact that regular attendance has on a child reaching their full academic potential and the benefits this brings to emotional and social well-being is of paramount importance.

The school's expectation for pupil's attendance is at least **96%**.

### Roles and Responsibilities:

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring their child regularly attends school is the parents/carers legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Your child's attendance is regularly monitored by the school, in conjunction with Medway Council Attendance Advisory Service to Schools and Academies (AASSA).

If your child incurs 10 sessions of unauthorised absence in a six-school week period, a referral will be made to AASSA, resulting in a £60 penalty notice, increasing to £120 if not paid within 21 days. Failure to pay the penalty notice, within 28 days, will result in a court prosecution for your child's irregular school attendance.

### Parents/carers Parents/carers are expected to:

- Understand the importance of good attendance and punctuality and promote this to their child.
  - Ensure their child arrives on time to their class **by 8.45am**.
  - Inform the school if they are going to be late e.g. a car breaks down, an urgent appointment is made.
    - Inform the school via telephone or email to report their child's absence before 9.00am on the first day of the absence and each subsequent day of absence, and advise when they are expected to return.
- It is **NOT** the responsibility of the school to have to contact parents/carers for reasons of absence.
- Provide the school with more than 1 emergency contact number for their child and update all contact numbers when required.
  - Ensure that, where possible, non-urgent appointments for their child are made outside of the school day. If an appointment must be taken in school time, evidence of that appointment must be shown to the school office.

### Lateness and punctuality:

Poor punctuality is not acceptable and can contribute to further absence. Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel



unsettled and embarrassed, miss vital learning and important messages from their class teacher. Every minute a child is late to school can add up to a lot of learning time over the year! **The school day at Greenvale Primary School: Class doors are open from 8.30am – 8.45am. The first register is taken at 8.45am. The second register is taken at 12.45pm The end of the school day is 3.15pm.**

**Authorised absences are morning or afternoon sessions away from school for a genuine reason, such as:**

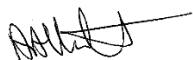
- Illness (although you may be asked to provide medical evidence for your child before this can be authorised)
- Medical/dental appointments (which unavoidably fall in school time, emergencies or other unavoidable cause)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision. Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

**Unauthorised absence includes the following; however, this list is not exhaustive:**

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- Absences which have never been properly explained
- Children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however is counted as an absence for the session
- Shopping trips
- Looking after other children or children accompanying siblings or parents to medical appointments
- Their own or family birthdays
- Holidays taken during term time without leave, not deemed 'for exceptional purposes' by the headteacher - may result in school applying to the local authority to issue a penalty notice or if you have previously been issued a penalty notice, the school may request a direct prosecution by the local authority
- Day trips
- Other leave of absence in term time which has not been agreed

I do hope that you will continue to work with us for the benefit of your child's education. If you would like to discuss this further, please do not hesitate to contact the school.

Yours sincerely



Mrs Allnutt  
Headteacher

