



GRANGE PRIMARY SCHOOL

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ATTENDANCE TARGETS, PUNCTUALITY AND ABSENCES

Monday 28th September 2015

Dear Parents/Carers,

School Attendance Target

Our whole school attendance target is **96.5%**, which means that we expect our students to have **no more than 6 days absence** in the year – and we would like children to be here for **all 190 days** that school is open. The more often children are in school, the more opportunities they have to learn!

Last year: **15 children achieved 100% attendance**

43 children had attendance between 99% and 100%.

Altogether 199 children achieved our attendance target. Well done! Thanks to parents who supported their children to be in school, every day they possibly could.

Unfortunately, some children missed a lot of school time, so we just missed our target and finished the year with an estimated whole school attendance of **95.9%**. We are now required to **refer all children with attendance under 90%** to Southwark Education, for monitoring. Our Education Welfare Officer (EWO), Liam White, will work with parents and school to improve attendance.

Illness

If your child is unwell, **please phone the school, first thing in the morning**, so that we know your child is safe and being cared for. If your child is absent for more than 3 days, **please phone to confirm** that your child is still unwell. For **all children** – please complete an absence slip (available from the office) or give us a signed note about the illness, when your child returns to school. We can only authorise the absence as illness when we receive written confirmation.

If your child had more than **10 days absence for illness last year**, or has more than **5 days absence this term**, you will need to bring **medical evidence of your child's illness**, every time your child is absent for illness. This could be a **GP appointment card** or a note to show that you spoke to a doctor. If your doctor refuses to give you a note, please come and see Miriam, who can give you a pre-printed form. This is **not a medical certificate** and you should not be asked to pay for this. Alternatively, you may bring in prescription medicine, with your child's name on the label. If you cannot provide any medical evidence, we will not be able to authorise the illness.

Medical/Dental/other Appointments

Where possible, please arrange these after school, or during the school holidays. If this is not possible, children should attend registration at 8.55am and at 1.30pm and to have their appointments after these times, e.g. 10am or 2pm. If you visit the GP on your way to school, your child will be absent from registration and they will be recorded as absent for the morning session. This affects their attendance record and lowers our whole school attendance. For all pre-arranged appointments, we must see an appointment card, letter or text, in order to authorise the absence.

Please bring children straight back to school after an appointment. We are unable to authorise a whole day of absence for a short appointment. We can arrange for a late lunch for your child, if this helps them to be in school for the afternoon.

Parent/sibling illness

We cannot authorise an absence due to the illness of a parent or sibling, except in **Exceptional Circumstances**, which we ask you to explain in writing. We expect you to make alternative arrangements to get children to school – everyone needs a plan B! Please ask to speak to Miriam if you need help – for example, introducing to other parents who may be able to support you.

Holidays and Exceptional Circumstances

Parents/Carers **must ask permission** for their child to be absent during term time, and it is at the Headteachers' discretion to decide whether or not the absence will be authorised. Headteachers may authorise leave during term time for **exceptional circumstances only**; not for term-time holidays.

If leave is taken without receiving written permission from school, **parents/carers risk being issued with a Penalty Notice and asked to pay a fine, or being prosecuted upon their return.**

Parents/Carers wishing to apply for their child to have leave from school should complete the **yellow request form**, available in the office, and return it to school for authorisation **before any tickets are booked**. The application will be discussed with the school's Link EWO, whose advice will guide the outcome. If you do not receive a reply within 7 days, please ask about progress in the office. Please ensure that you know the dates of the school terms and that your **children do not miss any school days** for holidays. The dates are always available in the school office, are on the website and are regularly printed in the school newsletters.

Summer Term 2016 ends on **Wednesday 20th July at 3:30 pm**. All children should be in school on this day. We will return to school on **Wednesday 7th September 2016**.

Absences immediately before or after a school holiday

If your child is absent before or after a school holiday, we **must see evidence for the absence**. This may be medical evidence, if your child is unwell, or evidence of flight delays or circumstances beyond your control. We cannot authorise any absences before or after a holiday without this evidence and you risk being issued with a fine by the Education department in Southwark. This is the same policy that we have for staff absences before or after a school holiday. This also applies to Eid absences.

PUNCTUALITY

School starts at **8.55am** and registers are taken at 9.00am. Any children entering the building after 08.55 are given a late slip, for their teacher to record the time they enter the class. This is because they will miss registration and need to be added to the class registers, for safety reasons. School is now open from 8.30am, so please plan to arrive at school early, before 8.55am. Any children arriving after 9.30, without a good reason, are recorded on the registers as 'U' -unauthorised late.

If you have any questions, please ask to see me.

Miriam Poulton

Attendance Officer/Family Support Worker

Love

Hope

Co-operation

Respect