

How can I help promote good punctuality and attendance ?

- Aim for 10 hours sleep a night for your child.
- Help your child to develop routines.
- Be ready – Make sure your child is ready and prepared for school with the uniform, books and equipment they need. Make time for checking their homework, reading, packing their bag/P.E. kit.
- Be firm – unless your child is too ill to attend school, make sure your child understands that you do not approve of them missing school.
- Be positive – problems in school may occur with other children or work. Reassure your child that you and the school will work together to provide help and support.
- Try and make medical/dental appointments for after school.
- Avoid holidays in term-time.
- If your child is ill, ring the school as early as possible on the first day and by 9.30am

Who is available to help me improve my child's attendance?

Mrs Sutton, Family Support &

Attendance Officer

Mrs Pitchford, School Business Manager

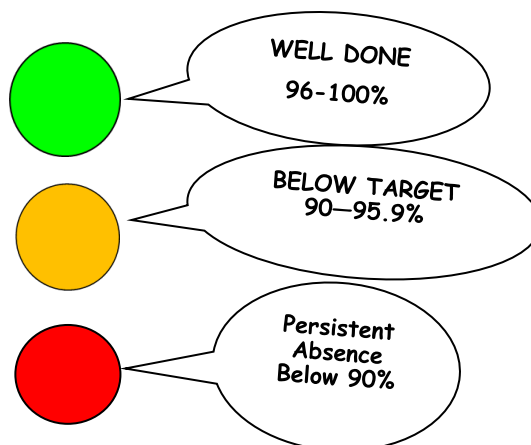
Miss Taylor, Headteacher

The full Attendance Policy is available at www.grange.lancs.sch.uk

OR

Ask for a printed copy from the School Office.

How do I know if my child's attendance is good? See the key below



Attendance Information for Parents



September 2024

Tel: 01772 792573

www.grange.lancs.sch.uk

What is good attendance?

- Good attendance is over 96%.
- 90% is classed as persistent absence.
- 90% means your child has missed the equivalent of ***half a day a week or a whole month a year!***
- ***85% is the same as a full half term's absence!***



Why is good attendance so important?

- * Helps children develop confidence
- * Sets good routines for life
- * Promotes independence
- * Allows for full engagement with learning

When is a child classed as being late?

- * School starts at 8.55am
- * Registers close at 9.00am*
- * If your child arrives after close of register they are marked late.
- * If your child arrive more than 30 minutes after the close of register, this becomes an **UNAUTHORISED ABSENCE** for the whole morning.
- * If a child is late, an adult MUST sign them in - this is linked to our safeguarding procedure.



What is the difference between authorised & unauthorised absences?

Authorised absences are morning or afternoons away from school for a good reason like illness, medical/dental appointments which ***unavoidably fall in school time***, emergencies or other unavoidable causes.

Unauthorised absences are those which the school do not consider reasonable and for which no 'leave' has been given. This type of absence can lead to parent contracts or the Local Authority using sanctions and/or legal proceedings.

School may request evidence in order to ascertain whether or not an absence may be authorised, for example, a copy of a medical appointment.

What should I do if my child is absent?

- Ring school before 9.30am or email us on



office@grange.lancs.sch.uk

What about holidays in school time?

The Department for Education and Local Authority give very clear guidelines to school, stating that holidays may not be authorised. There is no entitlement in law to take your child out of school during term time. There are 190 statutory school days which leaves 175 days a year available for holidays.

Our Attendance Policy states that we may request the Local Authority to issue fines for

holidays or any other unauthorised absence which amounts to 5 days or more per term OR 7 days in 2 consecutive terms.

For example, a child may be late on 10 separate occasions in one term (after 9.25am) or may go on holiday for 5 days.

If you require leave in term time, please contact school in advance and complete a Leave Request form—we are sometimes able to authorise some leave for exceptional circumstances.