

Can I get help if my child is not attending school regularly?

Yes, the school's Attendance Team can give you advice and support if you need help with your child's attendance. It is very important that you speak to them at the earliest opportunity if you have any concerns about your child's attendance.

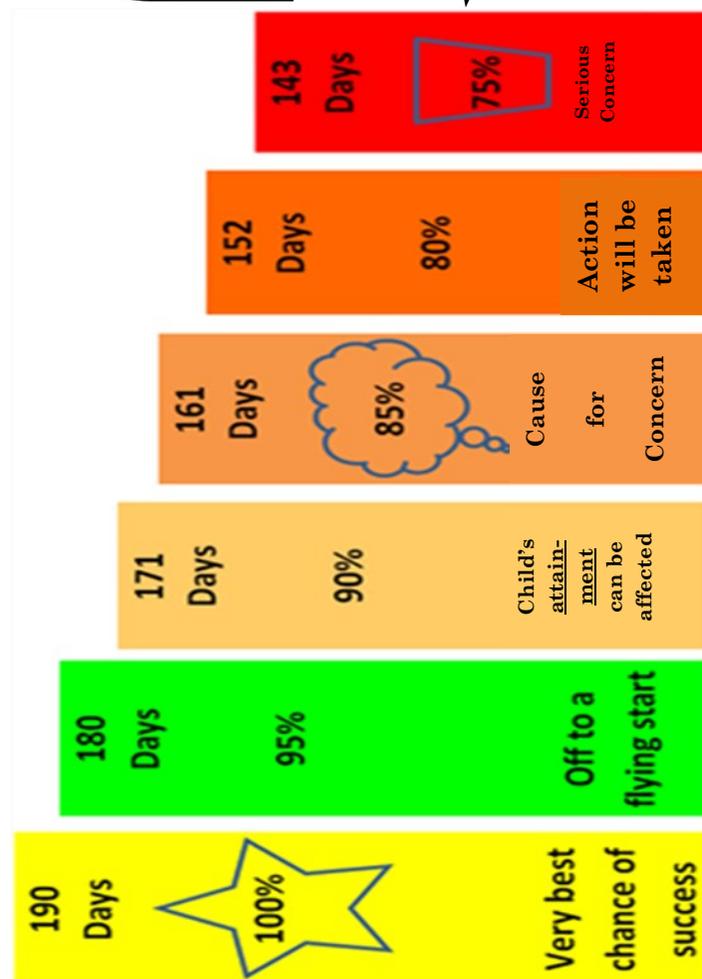
You can help your child by:

- Ensuring that they have everything they need ready for school the night before, i.e.: pack swimming and PE kit.
- Ensuring regular bedtimes and wake up times on school days.
- Ensuring they arrive at school punctually.
- Talking to your child's class teacher.

School Attendance Team:

Mr Holland, Mrs Greenall, Ms Khan

Contact us on: 0207 476 5146



Grange Primary School

Suffolk Road
London
E13 0HE

Phone: 020 7476 5146

Email: info@grange.newham.sch.uk

 Grange Primary School

School Attendance:

What Parents and Carers need to know



Every day and every minute counts!



Who is this leaflet for?

This leaflet has been designed for all parents/carers to raise awareness of the need for all children to attend school regularly and on time. It is very important that parents and carers understand their responsibilities and the consequences of their child being absent from school.

Why does every day & every minute count?

Attending school everyday gives your child the opportunity to make friends and feel included, increases their confidence and self esteem, improves their social skills and allows them to achieve their full potential.

Your child's absence is monitored closely by the school and the Local Authority. When your child's attendance falls below the national expectation, you will be asked to attend a meeting with the school.



What are the school times?

School starts at **8.55am** and the school gates close promptly at 9am. If your child arrives after 9am please bring them to the school office and sign them in on our late register. Office staff will then take your child to class. If your child has a medical appointment in the morning or afternoon you need to inform a member of the office staff in the morning. Please provide a copy of the medical appointment i.e. card or letter.

School finishes:
3.10pm for KS1
3.15pm for KS2.

You **must** collect your child on time or this is recorded as a late collection. Please inform the school if you are going to be late to collect your child and also state the reason.

If your child drops below 90% attendance, they will automatically be monitored by the school.

What should I do if my child is absent from school?

If your child is absent from school please telephone the school before 9am on **0207 476 5146** and leave an absence message for the school office. Please make sure you clearly state your **child's name, class and the reason** for their absence.

If you are experiencing difficulties with bringing your child into school then please speak to a member of our Attendance Team—Mr Holland, Mrs Greenall or Ms Khan. They can provide you with the support you need.

What if I want to go on holiday?

Holidays during term time are not authorised. In line with the Local Authorities policy, if extended leave is required e.g. a close family bereavement or other exceptional circumstances you will need to meet with the Head Teacher to ask for permission and complete a form. Please **DO NOT** book travel tickets until you have met with the Head Teacher.

Please note

- Holiday during term time will not be authorised.
- Unauthorised leave will be followed up by a Penalty Notice which is issued by the Local Authority.

What can I do to help improve my child's attendance?

- Avoid routine appointments during school times unless its urgent.
- You can help by bringing your child in school after or before the appointment as long as you inform the office.
- Communicate –if you have any concerns speak to a member of the Attendance Team- We want to help!
- Children with great attendance will receive a certificate at the end of each half term and also at the end of the year.