

Attendance Policy on a Page

<p>SCHOOL HOURS:</p> <p>At Grove Street Primary, the school day begins at 8:35 am for EYFS and KS1 and at 8:40 am for KS2.</p> <p>It finishes at 3:05 pm for EYFS and KS1 and 3:10 pm for KS2.</p> <p>Registers close at 9:05 am for EYFS and KS1 and at 9:10 am for KS2.</p>	<p>ATTENDANCE LEAD:</p> <p>If you have any questions about attendance, the lead person for attendance at Grove Street Primary School is Caroline Stanley (DHT).</p>	<p>OTHER ATTENDANCE CONTACTS WITHIN SCHOOL:</p> <p>Other members of staff who you may need to contact in relation to your child's attendance are:</p> <p>Vanessa Davies (Attendance officer)</p> <p>Miss Barke (KS2 Lead) and Miss Campbell (EYFS Lead).</p>
<p>IF YOU KNOW YOUR CHILD NEEDS TO BE ABSENT:</p> <p>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.</p>	<p>IF YOUR CHILD IS ILL ON A SCHOOL MORNING:</p> <p>If your child has been ill during the night etc. please contact school either by phoning 0151 645 2170 or by messaging Miss Admin on Class Dojo.</p>	<p>IF YOU WANT TO TAKE YOUR CHILD OUT OF SCHOOL ON HOLIDAY:</p> <p>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</p>

<p>How to contact school:</p> <p>Class Dojo- Ms Admin Telephone 0151 645 2170 Email: schooloffice@grovestreet.wirral.sch.uk</p>	<p>It is important that we know why your child is not in school.</p>	<p>you will need to complete a Leave of Absence Request form and hand it in to the office.</p>
<p>IF YOUR CHILD'S ATTENDANCE STARTS TO DROP:</p> <p>We will offer support such as:</p> <p>A call from the school office</p> <p>Dojo message from office / class teacher</p> <p>ELSA family support, e.g. soft landings, EBSA support, signposting to other agencies</p> <p>KS2 Attendance report card</p> <p>Informal support meeting with key stage lead</p> <p>Letter to family</p>	<p>IF YOUR CHILD BECOMES PERSISTENTLY (attendance below 90%) OR SEVERELY ABSENT (attendance below 50%) we will send letters home detailing your child's absences.</p> <p>We will then offer support Meetings with Lucy McKeown (Locality Attendance Officer) if attendance falls below 90%.</p> <p>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.</p> <p>Unauthorised attendance that falls below 75% is a very serious concern, attendance below 50% is severely absent and we would seek advice from social care and the Local Authority.</p>	<p>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.</p>
<p>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.</p>		<p>Our more detailed attendance policy is available on our school website at Grove Street Primary School</p>