

21.3.25

Dear Parents,

At Grange Park Primary School, we are committed to ensuring that all pupils attend school regularly to support their learning and development. As part of this commitment, we follow the Department for Education's (DfE) [Working together to improve school attendance - August 2024 - GOV.UK](#) (August 2024) guidance, as well as parental responsibility guidance from the DfE and the NHS.

Our full **attendance policy** can be found on the school website [here](#).

Reporting an Absence

If your child is unexpectedly absent (e.g., due to illness), **please report the absence by 8:00 AM or as soon as possible** via **Arbor**. When reporting an absence, please:

- Provide details of your child's symptoms.
- Update the school daily.

Parental Responsibilities

As parents, you play a vital role in ensuring your child attends school every day. You are expected to: - Ensure your child attends school every day it is open, except for exceptional circumstances (e.g., religious observance which must be requested in advance).

- Request leave of absence only in exceptional circumstances when travelling abroad (holidays will not be authorised during term time).
- Arrange medical appointments outside of school hours where possible.
- Work with the school and local authority to address attendance concerns.
- Engage with any support offered.

School's Responsibility & Absence Authorisation

- Absences due to illness are **authorised** unless there are concerns about authenticity **or** your child's attendance is below **90% (persistent absence as defined by the DfE)**.
- When attendance is low, we have a duty of care to ensure children receive the support they need—**medical or otherwise**.
- If authenticity is in doubt **or** attendance is persistently low, parents may be asked to provide medical evidence (e.g. doctor's note, prescription, or appointment card).
- Medical evidence will only be requested when necessary.
- If sufficient evidence is not provided, the absence may be recorded as **unauthorised**, and parents will be notified.

If a child is absent from school, we will:

- Contact parents to determine the reason.
- Take necessary safeguarding action if appropriate.
- Identify whether the absence is authorised or unauthorised.
- Assign the correct attendance code.

A few additional reminders:

Lateness and Punctuality

- The school day **starts at 8:45 AM**—all pupils should arrive on time, ready for learning. ● Registers are taken at **8:55 AM**
- Pupils arriving after this time will be marked as **late (L)**.
- Pupils arriving **after 10:30 AM** will be marked as **unauthorised lateness (U)**.
- Our Attendance Officer and senior leaders will follow up on lateness daily with parents.

Monitoring & Support

- Attendance is **monitored daily** by the **Attendance Officer** and regularly by the **Education Welfare Officer (EWO)**.
- If your child's attendance becomes a concern, you may be invited to an **attendance clinic** to discuss support strategies.
- Continued concerns, including **10% unauthorised absence**, will be referred to the **Education Welfare Officer**.
- If attendance remains a concern, we will reach out via **email, phone call, or a meeting invitation**. **When to Keep Your Child at Home:** (For a comprehensive guide, please refer to the NHS guidelines: [nhs.uk](https://www.nhs.uk) ● **High Temperature (Fever):** If your child has a high temperature, they should remain at home until it returns to normal.
- **Diarrhoea and Vomiting:** Children should stay home for 48 hours after their last episode of diarrhoea or vomiting.
- **Chickenpox:** Keep your child off school until all spots have crusted over, typically about five days after they first appeared.

Children with mild symptoms can attend school if they feel well enough.

We appreciate your support in ensuring that all children receive a **consistent and uninterrupted education**. If you have any questions or need assistance, please don't hesitate to contact us.

Kind regards,
Tijen Hassan
Headteacher