



Glenfield Infant School

ATTENDANCE NEWSLETTER

Welcome to all of our new Year R parents. We thought it may be a useful time to let you know about the school's policy for attendance. Glenfield has been working closely with Beechwood Junior, Harefield Primary, Weston Park, Townhill Infants and Ludlow Infants to create a policy for attendance that we all follow.

You can find the latest copy of our policy on our website under 'Our School' and 'Policies'.

The attendance team at school is made up of a Headteacher - Mrs J Dorricott, an Attendance Officer - Mrs T Oldbury and our Pupil and Family Support Worker - Mrs J Spake. We meet every 6 weeks and discuss any child whose attendance is below 96%.



An attendance level **between 90.1 and 95.9%** is a cause for concern and you will receive a copy of your child's registration certificate and a letter as detailed in our policy.



An attendance **below 90%** is a serious concern and you will be asked to attend a meeting to discuss how we can support to improve overall attendance.

If you do have any concerns over your child's attendance then please get in touch with us as we would welcome the opportunity to work with you and support you and your child.

Schools have a legal duty to record absences accurately and each school's attendance is reported on and compared to schools nationally. Headteachers are held to account by the Trust for ensuring good attendance from all pupils.

LEAVE OF ABSENCE

If your child requires leave of absence during term time you will need to complete a form which you can get from the office. Only absences in exceptional circumstances are authorised and family holidays are not. It also helps to make routine appointments after school or closer to the end of the school day rather than the start due to the subjects being taught.

365 days per year, a school year has 190. That leaves 175 days to spend on family time, visits, holidays, shopping, celebrating and appointments.



Staff at school are also unable to take any holiday in term time. Imagine the impact on your child's learning if their teacher took a holiday in term time.



REPORTING ABSENCE

If your child is ill you must call the office by 10am on the first day. If no contact is made the school will call you or in some cases complete a home visit to ensure everything is ok. This is part of our safeguarding arrangements.

CELEBRATING ATTENDANCE

In school we celebrate attendance in assemblies. We have weekly boards to show those classes where attendance is 96% or more. We also celebrate those classes where everyone was on time (Punctuality).

