

## Attendance Improvement Officer

The school's Attendance Improvement Officer monitors class registers and the late arrivals regularly, and appropriate action will be taken as required.

## Parental Responsibility

- All parents of children of compulsory school age are required to ensure that they receive efficient full-time education by regular school attendance.
- You have to “ensure that your children arrive on time, properly attired and in a condition to learn.”
- Children should be collected on time by a responsible adult.
- Parents work in partnership with the school in the education of their children.
- It is your responsibility to inform the school of the reason for a child's absence as soon as possible.

Our school targets for attendance are outlined as follows:

99% - 100%	Excellent
97% - 98%	Good
96%	Minimum Expectation
95%	Causing Concern, to be closely monitored
90% - 94%	Poor
Less than 90%	Very Poor

## School Responsibility

- To encourage and assist all children to achieve excellent levels of attendance and punctuality with the intention of enabling them to take full advantage of the educational opportunities available to them.
- The curriculum is carefully planned and a great deal of time is spent assessing the children's needs and ensuring their continued progress. This is a heavy responsibility and in order to carry it out all of us pursue the goal of regular attendance.
- We monitor attendance and lateness carefully on a regular basis and liaise with the Attendance Improvement Officer if we have concerns.
- To achieve the government requirements and achieve set targets regarding attendance and punctuality.

If you wish to discuss any matters concerning absence then please do not hesitate to contact the Principal.



**THE GROVE ACADEMY**

PLAY GROW LEARN TOGETHER

# Attendance Guidelines

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**CEO: Mrs V Parsey**  
**Executive Principal: Mr L Evans**  
**Principal: Mr M Mohamed**



At The Grove Academy we want the best for every child, and regular attendance is vitally important to achieve this. We understand that there will be occasions when your child is unwell, but we trust that, as responsible parents, you will work in partnership with us and ensure your child attends school regularly. For your child to achieve well, we expect at least 96% attendance throughout the year.

## Registration

Children are expected to be on the school site by 8:40am at the latest.

### **Years 4, 5 and 6**

- External doors open at 8:40am. Children go directly to their classes for Early Work and Registration.
- External doors close at 8:50am.
- Registers are taken at 8:50am promptly.
- If you arrive after 8:50am, this is counted as LATE.
- If you arrive after 8:55am, this is counted as an unauthorised absence for the morning session.

### **Reception, Years 1, 2 and 3**

- External doors open at 8:45am. Children go directly to their classes for Early Work and Registration.
- External doors close at 8:55am.
- Registers are taken at 8:55am promptly.
- If you arrive after 8:55am, this is counted as LATE.
- If you arrive after 9:00am, this is counted as an unauthorised absence for the morning session.

### **Morning and Afternoon Nursery**

- External doors open at 8:45am for Morning Nursery and 12:15pm for Afternoon Nursery.
- External doors close and registers are taken promptly at 8:55am for Morning Nursery and 12:25pm for Afternoon Nursery.

## Late Arrival

Arriving on time for school is very important as late arrival disrupts the child's continuity of learning and also that of others in the class.

Children who arrive at school late, that is after the classroom doors have been closed must enter school via the main entrance. On arrival the parent will be asked to give an explanation for the lateness and a record kept in the late arrivals register.

Parents are reminded that pupils who arrive after the registers close without a satisfactory reason, will have the session recorded as an **unauthorised** absence, which will count towards the fixed penalty notice.

## Informing the school of a child's absence

Only the school can approve absence so it is important that you keep us informed each time your child is away. Authorisation will only be granted in cases of a pupil's *genuine* illness or accident.

**Absences will not be authorised if a pupil is at home to look after siblings, or is absent for birthdays, shopping or haircuts.**

- If your child is ill please ring or e-mail the school before 9.00am.
- You may also inform the school by letter or calling into reception.
- If we have had no information by 9.30am the school office will send a text. If we do not receive an acceptable reason for the absence it will be treated as unauthorised.
- Appointments for routine medical/dental purposes should be made outside of school hours wherever possible.

## Leave of absence

Children are not entitled to take holidays during term time, and requests for holidays will not be authorised. Permission for absence will be granted only for exceptional circumstances. Unauthorised absence counts towards a Fixed Penalty Notice.

## Fixed Penalty Notices

The Trustees and Governors have an agreed Attendance Policy reflecting good practice and advice from the Local Authority and Department for Education. We have high expectations for regular school attendance, and we will take rapid action to improve a child's attendance if necessary. If you are having problems with attendance, please contact us at an early stage so we can offer any support required. For persistent poor attendance, we issue Fixed Penalty Notices, and involve the Attendance Improvement Officer from the Local Authority.

If your child arrives late after the registers close, without a valid reason, an Unauthorised mark is issued for the whole morning and this also counts towards the Fixed Penalty Notice.

If a child has at least 15 sessions (half day = 1 session) unauthorised absence in the current term or previous term the Principal will ask the Local Authority to issue a Penalty Notice. By law, from 1 February 2016, the amount payable is £60 (per parent) if paid within 21 days or £120 (per parent) if paid after 21 days but within 28 days of receipt of the notice. If the penalty is not paid the Local Authority may prosecute. Fixed Penalty Notices are supported by both the Local Authority and Department for Education.