



Greenfield Primary School

Excellence and Enjoyment for All

Shaw Street, Greenfield, Oldham, OL3 7AA

Telephone: 0161 770 5525

Email: info@greenfield.oldham.sch.uk

www.greenfieldprimaryschool.com

Headteacher: Mr M Wood M.Ed.

4th November 2022

Dear Parent/Carer

Good attendance at school is essential if your child is to achieve their full potential.

Last year, the attendance for the whole school was 92%. Ofsted would like every child to aim to achieve an overall attendance of 100% each academic year. Studies have shown that poor attendance is linked to poor attainment. At Greenfield Primary School, we want all our children to Enjoy and Achieve. It is a parents' legal responsibility to ensure the regular full-time attendance of their children.

PUNCTUALITY

School starts at 8.45am, doors open at 8:35 for children to arrive and settle and doors will be closed at 8:45. Any children arriving after this time will have to enter school through the main reception. The register is taken at 8.45am and children arriving after this time will receive a late mark. Children arriving after 9.00am will receive an unauthorised mark for the morning session.

If you are 5 minutes late every day that adds up to over 3 days lost each year. 15 minutes late is the same as being absent for 2 weeks a year.

If your child is 20 minutes late a day, they lose:

1 hour 40 minutes a week	6 hours 40 minutes a month This is equivalent to over 1 full day	10 hours a half term This is equivalent to 2 full days	20 hours a term This is equivalent to 4 full days	65 hours a school year This is equivalent to 13 full days
--------------------------	---	---	--	--

ABSENCES

All absences must be reported by 9.30am on the first day of absence either by email or telephone giving reason for absence. If we receive no contact from yourself, we will endeavour to contact you via telephone.

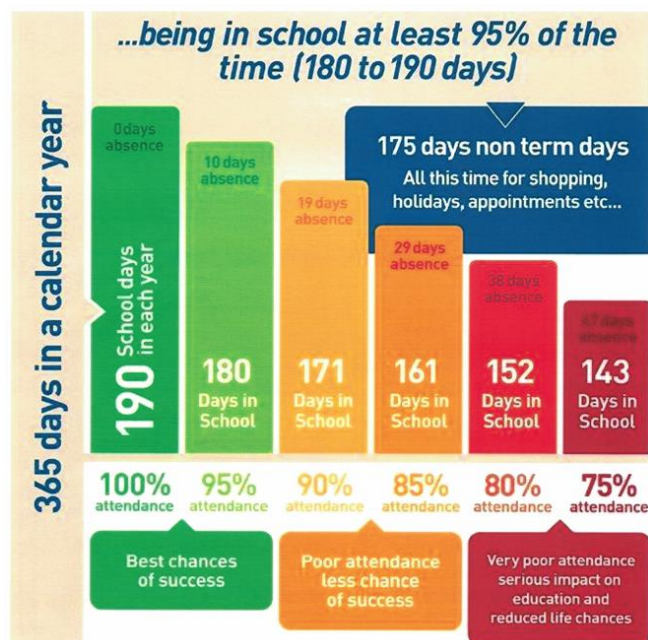
Consequently, all absences without reason will be marked as unauthorised on your child's attendance record.

School and the School Health Advisor can offer advice. For example:

- 1. Chicken pox (child can return once the spots are healed over)
- 2. Diarrhoea and Vomiting (48 hours after last episode)
- 3. Coughs and colds (no absence required)
- 4. Head lice (treatment should be completed without absence)

Page 1 of 3

One of the Government's priorities is attendance, if your child is absent for two or more days there may be occasions when school requires parents to provide proof of illness; this can be in the form of a doctor's letter, copy of prescription and or medication, which clearly show the dates corresponding with the absence. Certain circumstances may result in a home visit; where possible we will contact you prior to this to agree a convenient time.



MEDICALS

Where possible, please make medical appointments outside of school hours. However, we understand at times this is sometimes difficult, on these occasions please provide school with a medical card or letter. A medical appointment DOES reduce your child's percentage attendance. Please also be aware we are not able to authorise siblings being taken out of school when they do not have an appointment. These absences will be unauthorised.

OTHER ABSENCES

Children are required to attend school every day. Please be aware that absences for 'snow' 'rain' or 'extreme cold weather' days do affect your child's attendance, whilst in exceptional circumstances these may be authorised this does reduce your child's overall attendance. However, if school make the decision to remain open during adverse weather conditions, absences will be unauthorised.

SPORTING ACTIVITIES

School acknowledges that there are occasions when children will be required to attend sporting tournaments, competitions, or sporting exams during term time. Proof of this must be provided to school. School are unable to authorise competitions that are held over the weekend where parents choose to travel to the venue on a school day.

RELIGIOUS OBSERVANCE

School encourages and support our children and their families to celebrate religious events, however children are expected to be in school every day leading up to religious festivals and back in school immediately after. If parents keep their children off school for longer than is entitled these days will not be authorised. School will only authorise the date of the festival, a maximum of 2 days per academic year.

HOLIDAYS IN TERM TIME

The amendment to regulations is still in place making it clear that the Head Teacher 'may not grant any leave of absence during term time unless there are exceptional circumstances.' This includes visits to countries of origin.

Penalty notices will be issued. Research shows that break of one week or more from school can often lead to children falling behind in their work and that some children never catch up.

PENALTY NOTICES

A Penalty Notice, through the Education Attendance Service, may be issued to a parent/carer when parent/carers have been informed of our concerns, offered support but do not work with us and/or show continued and sustained improvement. Penalty Notices will be requested for the following reasons:

1. Persistent unauthorised late arrival to school (after 9.30am)
2. Unauthorised absences where no reasons have been provided by the parent/carer or the reason is not accepted.

CHILDREN MISSING EDUCATION

At Greenfield Primary we believe all students, regardless of their circumstances or background are entitled to a full-time education which is suitable to their age, ability, aptitude, and any special educational needs.

Pupil absence will be followed up daily as a matter of priority. Every child who has a continuous period of absence of three days or more will be required to provide proof of absence; home visits will also be undertaken if necessary.

School will follow the Education Attendance Service process when a child has been absent for three or more days without reason, contact will initially be via telephone, followed by a home visit and a letter. If after 10 school days no contact has been made, school will complete the Child Missing Education (CME) form and forward the schools investigation to the Local Authority, who will then follow their procedures.

REWARDS

Children with 100% attendance over the academic year receive a reward; additionally, children with exceptional attendance over a term have access to rewards.

Yours sincerely

Mrs D Juster
Deputy Headteacher
Attendance Lead