

If you require any further information on attendance or support please contact

Quirien Buchanan

Home School Link Worker

01483 504731

Did you know?

There is support available locally with any aspect of parenting:

The Spinney Children's Centre:
01483 510570



Guildford Grove
Primary School

Southway
Guildford
Surrey
GU2 8YD

Phone: 01483 504713
Message: Via Studybugs app
Mobile: 07803383549

Email:
info@guildfordgrove.surrey.sch.uk



Guildford Grove
Primary School

Attendance
Information for
Parents/Carers



School day timings

8:40 - 850:	Registers open
11:45 - 12:45	EYFS and KS1 Lunch
12:15 - 1:15	KS2 Lunch
3:15	Home time

We offer a Breakfast Club as well as a Home Club for parents/ carers. The Breakfast Club is free for all pupils however spaces for Reception pupils are limited therefore we require you to book. Our Home Club is run by Sports4Kids and is available until 6pm. To book this please visit their website: <https://sport4kids.biz/book-a-club-school/>

What does regular attendance mean?

Regular attendance means that your child must:

- Arrive at school on time
- Attend school every day unless there are justified reasons
- Have an attendance of 100% unless the absence is authorised by the school.

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence	Satisfactory
	1 week and 4 days of learning missed	
90% Attendance	19 Days of Absence	Poor
	3 weeks and 4 days of learning missed	
85% Attendance	28 Days of Absence	Very Poor
	5 weeks and 3 days of learning missed	
80% Attendance	38 Days of Absence	Unacceptable
	7 weeks and 3 days of learning missed	
75% Attendance	46 Days of Absence	Unacceptable
	9 week and 1 day of learning missed	

What action should I take if my child is too unwell to attend school?

All absences must be reported by 8.50am on a **daily basis**. You can report your child as absent from school by either:

Message via the Studybugs app

Text us: 07803383549

or visit the school office to fill out an absence note.

If your child needs to attend a medical appointment during school hours we would urge you to bring your child to school for their register mark, then take them for their appointment.

Guildford Grove uses a daily calling system. If your child fails to register or is absent and we have not received notification by 9.20am a call will be made to you automatically. This system will continue to call until we have received contact from you to let us know why your child is not in school.

What can you do to help your child's attendance?

It is a parent/carers responsibility to ensure their child attends school regularly and punctually.

If your child starts missing school:

- Make early contact with the school
- Co-operate with the school to put things right
- Make sure that your child understands that you do not approve of absence

Can I take my child out of school for another reason?

It is not in your child's best interest to miss any schooling. The Education Regulations 2013 states that **Headteachers may not grant any leave of absence during term unless there are exceptional circumstances**. All parent/carers requesting leave of absence should apply at least four weeks before using the form available from the school office. The Headteacher may then request an interview with you to determine whether there are exceptional circumstances. In the event of holiday being taken without the permission of the Headteacher, the Local Authority can be requested to issue a penalty notice. The amount payable on issue of a penalty notice is £60, per child, per parent/carer if paid within 21 days, rising to £120 if paid after 21 days but within 28 days. Full details are available on request.

Will I be made aware if my child is a concern?

Yes, if their attendance falls below an acceptable level you will be contacted by the school to discuss this. If there is no improvement, you may be referred to the Education Inclusion Officer.