



GREASBY INFANT SCHOOL

Barker Lane, Greasby, Wirral, CH493NX

Tel.: 0151 677 2830 Fax: 0151 641 0098

Email: schooloffice@greasby-infant.wirral.sch.uk



Headteacher Mrs J Hall. BA., NP, Q, H

7th October 2019

Dear Parents/Carers

STUDENT ATTENDANCE

At Greasby Infant School we have very high expectations with regards to student attendance. We offer support to students and families to ensure that absence does not become a concern or affect the progress that your child should make.

Our expectation is that every day your child is required to be at school your child should be here.

The school's attendance policy states that the Headteacher cannot authorise family holidays during term-time and will, as a rule, state that leave for term time holidays will not be granted unless there are exceptional circumstances which might justify it.

If you are intending on taking your child out of school in term time, you must contact the school office and request a holiday form, which is to be completed at least two weeks before the proposed leave. A copy of this form can also be downloaded from the school website.

Whilst we appreciate that holidays are more expensive during the holiday period, children need to be in school during term time in order to meet the high demands of the curriculum.

A Fixed Penalty Notice will be issued to each parent for each child by the Wirral Council where any of the following occur:

- A pupil has 5 days or more unauthorised absence due to holidays in term time; or
- A pupil arrives late after the registers are closed (9.15am) on 10 or more separate occasions in any one term.
- A pupil has 10 or more sessions of absence in any one term and a warning letter has already been issued by the Local Authority, giving the opportunity to improve attendance over a 15 day period.

This protocol is in line with the advice of the Local Authority.

The table below shows the absence rate, number of days missed and number of lessons missed for some example attendance percentages.

Attendance Rate	95%	92%	90%	88%	85%
Absence Rate	5%	8%	10%	12%	15%
Days Missed	4.5	7	9	11	13
Lessons Missed	22.5	35	45	55	65

The guidelines for a child being considered as a persistent absentee are any child whose attendance falls below 90% should be referred to our Locality Attendance Officer.

Please see the flow chart below that demonstrates what intervention you can expect when your child is absent from school.

Attendance Rate	Absence Rate	Action
100%-95%	0%-5%	<ul style="list-style-type: none"> • Certificates Given. • When absent a message from school to confirm absence, if not already informed.
95%-90%	5%-10%	<ul style="list-style-type: none"> • If we have concerns regarding absence the classteacher will discuss these with the parent and support given where needed.
90%-85%	10%-15%	<ul style="list-style-type: none"> • A meeeting with the parent and Headteacher will be arranged and support offered. • If there is no improvement a further meeting with the Locality Attendance Officer and the Headteacher will be arranged. • No improvement could trigger a Fixed Penalty Notice.
85% and below	15% +	<ul style="list-style-type: none"> • Futher Intervention from the Locality Attendance Officer. • Possible referral for prosecution.

If you would like to discuss this matter further, please do not hesitate to contact me at school.

Yours sincerely,
Mrs J Hall
Headteacher