

Kirby Road, Gretton. NN17 3DB.
Principal: Jane MacDonald



"Striving to be better everyday"

Telephone: 01536 770366
jmacdonald@grettonprimary.org

Monday 13th January 2020

Dear Parent/Guardian,

Attendance

In line with the Brooke Weston Trust expectations, children's attendance is expected to be 95% and above. School starts promptly at 8:55am and excellent punctuality is also expected. Should your child arrive to school late, they must sign in at the Main Reception area. Should we be concerned about your child's attendance and/or punctuality, home visits, letters, phone calls and attendance surgeries may be carried out. Referrals may also be made to the Brooke Weston Trust Senior Education Welfare and Safeguarding Officer.

Absences

We understand that children are sometimes unable to attend school due to illness and we would not want any child who is unwell to be in school.

Please telephone the school by 9.15am if your child is not going to be in school for any reason. The school will contact you if we have not heard from you to check the reason for any absence.

Absences for illness will not be authorised unless medical evidence is provided when your child returns to school. If your child is sent home from school ill, we will authorise this absence.

What medical evidence do I need to provide so that the absence can be authorised?

- ⇒ An appointment card given to you by the doctors/dental surgery – Same-day appointment clinics will also provide you with a proof of appointment card if you ask.
- ⇒ A text message received to confirm an appointment.
- ⇒ A letter from your GP or hospital, following an appointment or surgery.
- ⇒ Should your child have been prescribed a course of medication, the bottle/box with the prescription label can be used as medical evidence.

Leave in Term Time

Brooke Weston Trust Academies and the Local Authority are continuing to work together to reduce the amount of leave taken in term time by issuing Penalty Notices under Section 444(1) of the Education Act 1996 (amended regulations 2013). Parents need to be aware that as of Monday 25 April 2016, Northants County Council changed their Code of Conduct which means a Penalty Notice could be issued for 5 days of absence (10 sessions). All leave during term time will be classed as an unauthorised absence. More details regarding this can be found on our school website (www.grettonprimary.org).

P.T.O.



Why is excellent attendance important?

- ⇒ As a parent, it is a legal responsibility to make sure that your child attends school and is on time. Your child needs to be in school to be able to learn and achieve their potential.
- ⇒ Children develop their social skills, confidence and friendships through being at school every day.
- ⇒ Vital lessons will be missed if your child arrives at school late and this will impact upon their learning.
- ⇒ Having high expectations and a well established daily routine prepares children for their future.
- ⇒ Being at school helps children to develop important skills, knowledge and values that will set them up for further learning and participation in their community.

In line with Brooke Weston Trust , request for exceptional leave during term time should be made on the attached form— additional copies can be obtained from the school office.

If you require any support with your child’s attendance or punctuality, please do not hesitate to contact me on 01536 770366.

Kind regards,

Mrs J MacDonald
Principal

Att.

