



**GGL Federation
Greenside, Griffin & Lena Gardens**

Executive Head: Karen Bastick-Styles (kbs@greensideschool.org)
Greenside Head of School: Robin Yeats (robiny@greensideschool.org)
Griffin Head of School: Abi McIvor (amcivor@griffinprimary.org)
Lena Gardens Head of School: Hima Mistry/Rahat Malik (hmistry/rmalik@lenagardensprimary.co.uk)
Federation Chair of Governors: Jem Shuttleworth (Jem.shuttleworth@elliottfoundation.co.uk)

Monday 29th April 2019

Dear Parents/Carers,

I am writing to update you on all of our systems and procedures for attendance at Griffin from this term forwards. At Griffin Primary School we expect students to attend school everyday. Our attendance policy and Home School Agreement requires that your child attends school at least 96% of the time. Currently to date overall attendance at Griffin is running at 95.79%. All schools work very hard to constantly improve their attendance figures, because of the clear link between attendance, student progress and attainment and safety. We must all work together to improve the overall attendance at Griffin and as such we ask for your support in making the systems below as successful as possible.

School starts at **8.55am** and class registers are taken at 9.00am. If your child arrives after this time the gate will be closed and you will have to drop her/ him at the Admin Office giving a reason for your child's late attendance. Extreme lateness (after 9.30am) is recorded as an absence (as per Local Authority guidelines) and therefore affects your child's attendance.

Reporting an absence

- Parents/ carers should contact the school **before 9.00am** on the day of an absence to report their child's non-attendance, stating the reason for this.
- If you do not contact the school, a text message will be sent asking you to inform the school of your child's absence.
- If we have not heard from you by the afternoon you will be contacted by telephone by our Admin Staff.
- If we cannot contact you to find out why your child is missing from school, your child will receive an unauthorised absence mark. You may then also receive a home visit from a member of our Attendance Team because it is the school's duty to ensure students are safe, even when they are not at school.

Persistent Absence

Any student with less than 90% attendance is considered by the government to be a Persistent Absentee (PA). Attendance at school is considered a key priority by the Government, as missing school can damage a child's academic achievement, lead to gaps in learning, and leave a child vulnerable to anti-social behaviour



Give the best, get the best!



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and youth crime. Persistent absence from school can seriously affect your child's life opportunities in the long term.

At Griffin we want to work with families to avoid students' attendance dropping to this point. If your child's attendance drops below 95% you will be sent a warning letter. We know that sometimes there are genuine reasons for this to happen e.g. a serious episode of sickness. However sending these letters is standard procedure so please do not be upset if your child has been unwell and you receive one.

If there is no improvement in your child's attendance after the letter is sent you will receive a further warning letter and you may then be invited to a School Attendance Panel meeting to discuss this matter with The Outreach Services Manager, the Leadership Group and possibly the School Nurse. This is to make a plan so that we can work together to improve your child's attendance.

If your child is a PA s/he will be placed on the Griffin Attendance Watchlist, where your child's attendance will be closely monitored by the School Leadership Group, and you will receive a phone call or home visit from the Outreach Services Manager or a member of the Leadership Group every time your child is absent from school.

Holidays

Griffin School operates a policy of **not** authorising any holidays during term time except under exceptional circumstances. If you do have to take your child out of school during term time, you will need to complete the Special Leave Request form at least two weeks prior to any requested leave date. Your case will be considered on an individual basis, however, if your child has attendance of less than 97% it is unlikely you will be granted permission for any leave during term time.

If you take your child out of school during term time without authorisation, you may be liable to receive a Penalty Notice issued by the Local Authority.

Attendance rewards

It is important for us to also recognize and celebrate excellent attendance with our students and we do this in different ways. The Attendance figures are shared weekly with students in assemblies and are on display near the Office. Class attendance is monitored, and every week, the class with the highest attendance in Early Years/ Key stage One, and Key Stage Two, are rewarded with having their lunch at the "Top Table", and are provided with juice, flowers, and tablecloths for that extra special lunch time experience. The students love this and compete to have the honour of sitting at the 'Top Table'.



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Any class achieving 100% attendance on any week can also win a board game for their class.



Students with 100% Attendance

Any student who receives 100% attendance at the end of the term will be entered into a Prize Draw, with the chance of winning a lovely prize!

Safeguarding and Attendance

In order to Safeguard all students who attend Griffin it is essential we have the following information from all parents/carers:

1. The phone number of at least **two** responsible adults.
2. An additional emergency contact number.
3. Parents/ carers to ensure that school are given any new phone numbers immediately when they are changed.
4. If your child has a specialist medical appointment e.g. with a hospital consultant, please provide the school with copies of any appointment letters or cards. GP appointments should be made outside of school hours, wherever possible, or as late in the school day as possible to prevent this affecting your child's attendance.

There are 175 Non School Days each academic year to spend on Family visits, holidays, shopping, and other appointments, which is nearly half of the year.

We appreciate your support with following these procedures so we can ensure that students are safe and are getting the best out of their education. If you would like to discuss your child's attendance, or have any other questions about the content of this letter, then please do get in touch with a member of the Leadership Group or Madiha Mohammad, Outreach Services Manager.

Yours sincerely,

Abi Mclvor
Head of School



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