GREASBY INFANT SCHOOL

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Headteacher: Natalie Grimster

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Dear Parents/Carers,

At Greasby Infant School we have very high expectations with regards to student attendance.

Our expectation is that every day your child is required to be at school your child should be here. We can offer support to students and families to ensure that absence does not become a concern or affect the progress that your child should make.

Lost Learning Due to Absence

At Greasby Infant School we believe that attendance is a key to a child achieving their full potential. We understand that absence percentages can be misleading, especially at different times of the year so we are now focusing on days lost:



For example, 90% attendance means that your child will miss half a day of school each week or 19 full days in a year.

At Greasby Infants, we believe that learning builds on learning and our curriculum is designed so that children build knowledge over time. The curriculum moves at a fast pace and children need to know more and remember more over time. Any lost learning significantly impacts on the children's ability to meet the expected standard at the end of each academic year.

If a child in Foundation 2 misses 1 day of school they will miss:

- Phonics – the letter sound being taught that day (a new sound introduced daily). They will miss learning to recognise, say, write and read that sound.
- Number recognition and counting
- Fine motor activities to support writing
- Literacy – sharing a book and learning how to write simple sentences using the sounds they know
- Small group work and interventions
- Social interactions, building resilience, learning from mistakes and developing a sense of belonging and a love of learning.

If an F2 child misses a whole week they will have missed:

- 5 letter sounds – recognise, read, write and say
- A whole unit of math's – number / shape/ measure / pattern
- A whole unit of Literacy hindering their ability to understand the four key units within our scheme - Jump in, Look, Plan, Write
- A music, RE, PSHE, PE and an Understanding the World lesson within the carefully planned sequence of learning or a key skill in Art and Design

The impact of missed lessons becomes even more apparent in KS1 where daily activities include:

- Phonics in ability level groups (new sound taught daily)
- Maths – new units taught weekly
- English – daily writing linked to a shared text
- Foundation subject lesson – this could be RE, Music, PSHE, Science, Art, Design Technology, History, Geography, Computing or MFL.
- Handwriting – a key assessment point for the end of each year group.
- Spelling – a key assessment point for the end of each year group
- Social interactions, building resilience, learning from mistakes and developing a sense of belonging and a love of learning.
- Targets intervention for specific pupils

As you can imagine if a child misses a week of school in KS1 this could have a huge impact on their ability to meet the end of year criteria. Children can quickly become anxious when they feel they do not understand a concept and find it difficult to catch up and anxiety can lead to children not wanting to attend school. They may also feel their friendships have changed or they have missed out on a fun activity.

Punctuality can also have a big impact on children's learning too:



All children also have morning activities to support and reinforce their learning and our phonics sessions start promptly at 9am. Doors are open from 8:40am and close at 8:55am.

We understand that children may sometimes become unwell. For their own wellbeing and the wellbeing of others, we kindly ask that children remain at home if they are poorly and return only when they are well enough. We will always ensure to support children who have been off due to illness in any way we can. Please ensure you are ringing the school to inform us of any absences.

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.

Absence Requests

The school's attendance policy states that the Headteacher cannot authorise 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.

Circumstances in which a Penalty Notice for non-attendance may be issued by the Local Authority include:

- Unauthorised absence from school
- Unauthorised leave of absence during term time
- Unwarranted delayed return from authorised leave of absence, e.g., in excess of the agreed number of days
- Persistent late arrival at school after the register has closed.

There is now a single consistent national threshold for when a penalty notice must be considered by all schools and may be referred to the Local Authority:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.
- The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers).
- The 10 school week period can span different terms, school years or education settings.

On the first occasion this is likely to be a Fixed Penalty Notice which is £80 per parent per child if paid within 21 days or £160 per parent per child if paid between day 22 and day 28. For any second occasion the amount will be £160 per parent per child. Any more than two occasions in a rolling three year period will result in a prosecution in the Magistrate's court.

As a school, we would like to thank you for your ongoing support with attendance and punctuality. If you would like to discuss any matters further, please do not hesitate to contact the school.

Many Thanks
Mrs Grimster