

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

**Quirien Buchanan**

**Home School Link Worker**

**01483 504731**



Guildford Grove  
Primary School

Southway  
Guildford  
Surrey  
GU2 8YD

Phone: 01483 504713  
Message: Via Studybugs app

Email:  
[info@guildfordgrove.surrey.sch.uk](mailto:info@guildfordgrove.surrey.sch.uk)



Guildford Grove  
Primary School

**Attendance**

**Information for**

**Parents/Carers**

### School Day Timings

8:40	School begins
11:45 - 12:45	EYFS Lunch
12:00 – 1:00	KS1 Lunch
12:15 - 1:00	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 are limited therefore we require you to book. Please ask the Office for more information about this.

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 8.50 a.m. on a **daily basis**. You can report your child as absent from school by either:

- Messaging via the Studybugs app**
- Phoning the school office**

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

**If your child fails to register or is absent and we have not received notification, a call will be made to you in order to establish that your child is safe. If you do not answer, we have a duty of care to then telephone the next person on your contacts list. If we are unable to obtain a response from any of your contacts, and we have not received any communication, this may trigger a home visit from one of our Home School Link Workers.**

#### 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 improve attendance.
- 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 Absence Request Form, available from the school office. The Headteacher may then request a meeting with you to determine whether there are exceptional circumstances. In the event of 5 or more days of unauthorised absence (or U codes), a **penalty notice** may be issued. The amount payable on issue of a penalty notice is £80, per child, per parent/carer if paid within 21 days, rising to £160 if paid after 21 days but within 28 days. Full details are available on request.

#### Will I be made aware if my child's attendance is a concern?

Yes, if their attendance falls below an acceptable level, you will be contacted by the school for an attendance contract meeting. If there is no improvement, you will then have to provide medical evidence for absences to be authorised.

Continued, persistent unauthorised absence will then trigger the issue of a Notice to Improve for 15 school days. Following this, a penalty notice may be issued.