



GREASBY INFANT SCHOOL

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Headteacher Mrs J Hall. BA., N.P.Q.H



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 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 overleaf that demonstrates what intervention you can expect when your child is absent from school.

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

Yours sincerely,
Mrs J Hall
Headteacher

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"> • Where necessary 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.