

Attendance at The Grove Schools



This flowchart will help you to understand the attendance policy when making decisions regarding your child's attendance at school.

Please note that the penalty notice framework only applies when your child is of compulsory school age, that is from the term after their 5th birthday.

Start

Attendance

The Grove Schools recognise that positive behaviour and good attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances.

If your child is unwell, let the office know before 9:20am (Juniors) or 9:25am (Infants). If requested by the office, please send in medical evidence.

Submit a Leave of Absence Request form to the Headteacher with a minimum of 2 weeks notice.

Authorised

If the circumstances are deemed as exceptional by the Headteacher, you will receive an authorised response in writing.

Action

No further action required

Unauthorised

You will receive in writing a response from the Headteacher explaining the decision.

Action

If the absence is 10 sessions or more, the school will consider a penalty notice.

Unauthorised absences

Being late after the register closes will be marked as one unauthorised absence.
Infants = 9:25am
Juniors = 9:20am

If your child has reached 8 sessions of unauthorised absence, a Notice to Improve will be issued in writing.

School will reach out to offer support with a meeting.

2nd time

If your child reaches 10 sessions of unauthorised absence for a second time in a 3-year period, you may be issued with a second Penalty Notice, with no reduction for prompt payment.

3rd time

If your child reaches 10 sessions of unauthorised absence for a third time in a 3-year period, you could be facing court summons and prosecution.

Penalty notices are £160 per parent per child, reduced to £80 if paid within 21 days. Therefore if you have a family with 2 parents and 2 children, a penalty of £320 - £640 would be payable.

Penalty notices remain on record for the 3 year period even when the child moves school, including moving to secondary school.