



Grange School

Attendance Policy Summary

A parent-friendly guide to the school's Attendance policy

This is an abridge version of the school's policy, the full version is available at the school website www.grange.manchester.sch.uk

Introduction:

We value all the children at Grange School and work together with parents to help make sure that children benefit from regular attendance. Coming to school as often as possible is the most effective way for children to learn and develop their skills as they grow. Coming to school every day means that children have a daily routine that they become familiar with. Our routines and the supports we have in place help children develop their confidence and prepare them for an independent life where they can aim high to do the things they want to do.

We want our children and parents to value the experiences and learning that we provide, so this year, the school has set a child attendance target of **95%**

Absence:

Registration begins at 9.00am. If children arrive in school after 9.30am they will be recorded on the register as Late. This is because registration closes at 9.30am

If your child is regularly arriving after the register has closed our Family Liaison Officer (FLO) will contact you to discuss what support we can offer, and we may need to take advice from other agencies.

When a child of compulsory school age (5 years old) is absent, the school register must show whether that child is off school for an **authorised** or **unauthorised** reason. There are different types of absence:

1. Authorised Absence:
 - Only the head teacher can authorise absence
 - Parents must phone school by 9.30am on the first day of their child's absence **and every day** after that until the child returns to school.
 - Family Liaison Officer, Suzie, will contact families on the first day of absence
2. Illness— parents may be asked to provide medical evidence where appropriate
3. Medical/Dental appointments—school will need to see an appointment card. Always try to make an appointment out of school time.
4. Religious observance— Please write to the head teacher for permission for children to attend religious festivals when out of school time.
5. Exceptional circumstances—Please write to the head teacher for permission to take your child out of school during term time.
6. Unauthorised Absence:

Examples of unauthorised absence:

 - A pupil's/family member's birthday
 - Shopping for uniforms
 - Closure of a sibling's school for INSET (or other) purposes
 - He / She "Couldn't get up"
 - Illness where the child is considered well enough to attend school
 - Family holidays
 - Having a hair cut



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As a school for pupils with a diagnosis of autism we understand that some children may need extra help to come to school every day. We know that having to share space and communicate with lots of people can make children feel worried. If children are finding coming to school very difficult because of worries about the school day, school will work with parents to reduce anxieties and help children feel calm enough to come to school. This could be offering flexible start and finishing times, having quieter places to work in school or teaching through community based learning.

Parents should always let school know if anything has happened that may affect their child's attendance, for example, separation/divorce and bereavement. This will help us to plan any extra help your child may need.

Safeguarding your child is our school's top priority. The law says that if a parent does not do their best to make sure children come to school then school may have to involve Children's Services.

Useful Contacts:

School Office – attendance / absence
0161 231 2590
admin@grange.manchester.sch.uk

Stuart Harris – Deputy Head
s.harris@grange.manchester.sch.uk

Suzie Evans — Family Liaison Officer
s.evans@grange.manchester.sch.uk