



April 2021

Dear Parents/Carers,

It has been wonderful to see all the children back in school this week. I cannot believe we are into our Summer Term already!

Attendance and punctuality in school is a priority more than ever before because of the time children have had off school due to COVID.

I thought it would be beneficial to all our families to highlight some of our procedures in school in relation to attendance;

- If your child is absent, you must contact the school to inform us of this and provide a reason. We have a duty to protect all our pupils and staff and need to know immediately if it is Covid related. Contact can be by phone 01132760771, email [emma.benatmane@greenmountprimary.co.uk](mailto:emma.benatmane@greenmountprimary.co.uk) or by text on the text facility. Failure to contact school will result in an unauthorised absence and unauthorised absences can result in fines.
- Medical evidence may be requested for frequent absences;
- If your child is attending a routine appointment during the day, it is expected that they come into school first or are brought into school as soon as possible afterwards.
- Any leaves of absence ( holidays abroad) MUST be requested in writing and leave will only be granted in exceptional circumstances depending on the length of absence.

The average % for school attendance is 96%. Anything below 90% is classed as 'persistent absentee' and a cause for concern. Please note Covid related absences have not affected your child's attendance.

Letters will be sent to all families to update you on your child's current attendance. If you have any queries please do not hesitate to contact me.

We greatly value the success and achievement of all our pupils and any absence can be to the detriment of a child's learning. I hope therefore that all families / carers will work with the school to ensure that their child's/children's attendance is excellent and that avoidable absences are no longer a concern.



### **Late Arrival**

The school day starts at 8.50am and all doors and gates are closed at 9am. If your child arrives after 9am, they must go through the main office and sign in, as they will have missed registration in their class. The school monitor this closely and will contact families if this occurs frequently.

### **Late Collection**

As a school we have a responsibility to look after every child until the end of the school day: 3.10pm is the end of the school day for all children in main school. Gate will close at 3.20pm. Please ensure that you contact the office as soon as possible if you are going to be late collecting your child, so we can make sure your child does not worry. We will monitor late collections.

In school we have a fantastic Family support team and also work closely with the J.E.S.S. Cluster. We are here for our families to support you if needed or sign post you in the right direction.

**Mrs Benatmane**

Attendance Improvement

**An Adventure  
in Learning**

**Address:**

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LS11 6BA

**Headteacher**

Miss. C. Carr

**Contact**

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