



*'Unique learners.  
Limitless learning.'*



20<sup>th</sup> September 2024

Our ref: OM/011/KB

Dear parent/carer

**Re: School Attendance**

I am writing to all parents and carers to remind you of the importance of regular school attendance which is a priority for your child and our school. There is a very strong link between regular school attendance and achievement and if your child is frequently absent from school the chances of them achieving their potential are much lower.

To improve attendance, we have to work together. If something is stopping your child coming to school, please come and talk to us about it, we are here to help.

Our school attendance team meet regularly to discuss ways of improving attendance and achievement. We look at the attendance of every pupil in our school. We review each child's attendance every three weeks. If we have concerns regarding your child's absence, we will follow the procedure below:

If your child's attendance drops to **91-95%** the class teacher may contact home to discuss any concerns.

If attendance, then drops below **90%** a colour coded letter will be sent to you depending on the perceived reason:

- Irregular attendance with no pattern.
- Significant absence which could be a block absence and/or irregular absence.
- Suspected/confirmed holiday during term time.
- Significant absence due to an identified medical need.
- Persistent absence that is not due to an identified medical need.

If attendance doesn't improve then you will be invited to a school attendance meeting.

We work closely with the Local Authority and the Trust to follow their attendance guidance and procedures. Lincolnshire County Council do have a policy of fining parents for repeat pupil non-attendance and unauthorised absence, even at first offence.

***IF YOU REQUIRE ANY LETTERS TRANSLATING, PLEASE CONTACT THE SCHOOL***

Ambergate Campus, Dysart Road, Grantham, NG31 7LP. Tel: 01476 564957 Sandon Campus, Sandon Close, Grantham, NG31 9AX. Tel: 01476 564994

[enquiries@ganf-cit.co.uk](mailto:enquiries@ganf-cit.co.uk)



[www.ganf-cit.co.uk](http://www.ganf-cit.co.uk)



CIT Academies is an exempt charity and a company limited by guarantee registered in England with the name Community Inclusive Trust.

The company's registered number is 9071623 and registered office is: C.I.T Academies, Warwick House, Long Bennington Business Park, NG23 5JR. T: 03300 585 520  
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We understand that our pupils have complex needs, and for some health issues and ill-health are unavoidable. When pupils are ill or unwell it is essential, we know where they are if they do not arrive at school. Therefore, we require a phone-call to school by 9.30am on the first day of the absence to inform us of the reason. You can do this by ringing the school number 01476 564 957 for absence and leave a message stating the reason for absence. You can ring anytime, even if the school phone line says we are closed.

Please inform school of medical appointments ahead of time wherever possible. We will ask for copies of appointment letters for our records.

Our full attendance policy is on the school's website should you need further guidance. If you have any questions regarding this, please do not hesitate to contact me.

Yours sincerely

Oliver Maltby

Assistant Headteacher

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