

IMPORTANT INFORMATION

Attendance expectations

Griffin Primary School expects all children to have **100%** attendance and punctuality.

Gates open at 8.30am every morning.

Doors are open from 8.40 until 8.55am every morning for pupils to come into school.

The doors which each year group should use are listed below:

- Red door - Reception
- Green door - Year 1 and 2
- Yellow door - Year 3 and 4JL
- White door - 4SS
- Blue door - Year 6
- Quad door - Year 5

School starts at 8.55am and all pupils must be in school and ready to learn at this time.

Children who are 5 minutes late each day will miss 25 minutes of learning each week. Over half a term this means they will have missed 2 and a half hours of learning time which has a big impact on the progress pupils will make.

CONTACT INFORMATION

- 📍 Barham Road, Hull, HU9 4JL
- ☎ (01482) 794122
- ✉ griffin.enquiries@vennacademy.org
- 🌐 www.griffinprimaryschool.org



20

15

V E N N

ACADEMY TRUST

Attendance information

GRIFFIN PRIMARY SCHOOL

The importance of good attendance and punctuality

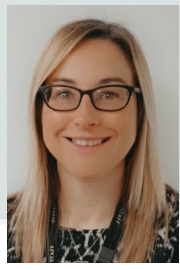
Regular attendance at school improves the life chances of children and young people and plays a vital role in raising attainment and tackling under achievement.

It is very important that children get into the habit of arriving at school on time, every day as this sets the pattern for the rest of their school life. Regular lateness not only disrupts the learning of the child arriving late but also interrupts the learning of the class they are arriving late to.

When pupils attend school they:

- Can achieve their full potential
- Have better career prospects
- Learn how to look after themselves and be healthy
- Grow in confidence
- Keep up with work and home work
- Make new friends

Staff who may carry out home visits:



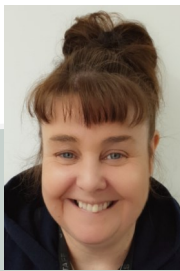
Miss Louise Pitts
Head of School
Designated Safeguarding Lead



Mrs Amy Carter
Deputy Safeguarding Lead and Attendance Lead



Miss Megan Allen
Junior Admin Assistant



Mrs Helen Batty
Senior Administrative Assistant

Reporting absences

Parents have a responsibility to ensure that their children attend school regularly and to let the school know immediately if their child cannot attend school and the reason for such absence.

An absence can be reported by contacting the school office on **01482 794122** and either speaking to a member of staff or leaving a voicemail on the answerphone.

If a child is absent and there has been no contact with the school, the school will phone parents/carers to find out the reason for the absence. A home visit may be carried out on the first or second day of absence.

If a child is absent from school for three days, a home visit will definitely take place. The staff who may carry out a home visit are listed with their photographs on the left.

Where pupils have a medical appointment during school time, proof of the appointment will be requested before the absence is authorised.

If any issues arise which may affect your child's attendance, please speak to a member of staff.

