



# Bessemer Grange Primary School

www.bessemergrangeprimary.co.uk

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**Executive Head Teacher:** Ms Sarah Beard

**Head of School:** Mrs Elizabeth Whitehead

Dear Parent / Carer

Welcome back to school, I hope after a restful summer and welcome to the new parents and carers joining the school.

My name is Olive Irechukwu, I am the School based Education Welfare Officer for Bessemer Grange Primary School. My role is to work in the school with parents and teachers to raise school attendance and improve punctuality and to support the learning of your children. My role is to support parents around their children's school attendance and punctuality.

As Bessemer Grange Primary continues to strive to improve its overall school attendance and punctuality, the school gates open at 8.50am ready for a **9am** start. Registers are marked by 9.05am and your child is late if they are not present when the teacher is marking the register.

Children arriving at school after 9.05am need to go through the school office in order to get a late slip. The school registers close at **9.20am**. This means that children arriving at school at 9.20am or later are coded with a '**U**' which means that effectively your child is coded as absent for the session, which will affect the overall attendance.

If your child's attendance is at 90% or below, and they are too ill to attend school, you will need to provide school with medical evidence for the absence to be coded appropriately. Medical evidence would be a copy of the prescription or the prescribed medication. If the illness is viral in nature and no medication is prescribed, please ask the receptionist to confirm on headed paper that your child was seen in the surgery. Parents should not incur any cost to themselves in providing the medical evidence.

With regards to term time absences, where parents take term time absence without the Executive Head or Head of School authorising the entire absence, they will be at risk of receiving a **Fixed Penalty Notice** of £60 issued by the Local Authority, if paid within the allocated time frame.

The school's target for attendance is **96%**; all children are expected to maintain an attendance above 96% taking illness and other circumstances into account. I am available every Tuesday if you wish to discuss this letter further or have any other attendance concerns.

Yours sincerely,

Olive Irechukwu –

School Education Welfare Officer