



11/10/2022

Dear Nursery Parents

Attendance and Punctuality

Now that your child has settled in nursery, I would like to take the opportunity to remind you of the school guidelines around attendance and punctuality. Regular attendance is extremely important for your child's wellbeing and progress in Nursery. We realise that small children are sometimes poorly and need to stay at home, but we would like to encourage you to ensure that your children come to nursery whenever they can.

In the main school, National guidelines are that all children should aim for 96% attendance. This may be more difficult to maintain for nursery age children, but we aim for an attendance level of at least 90% in Nursery. If your child's attendance falls below 90%, we will be writing to let you know. If their attendance is significantly lower, we may contact you to arrange a meeting. If there are any factors affecting your child's attendance, please let us know as soon as possible.

Reporting absence

If your child is absent from school nursery for any reason, we ask that you contact the school office before 9.00 a.m. on the first day of absence for morning children, and before 11am for afternoon children. You can do this: By telephone – 01132760771 By email – attendance@greenmountprimary.co.uk or Through the website – Eduspot and send a text.

You do not need to contact us every day, but if your child is still absent after three days, please contact us again on the third day to let us know how they are.

Absence for other reasons

If you wish to apply for school absence for religious reasons, or for exceptional circumstances, please speak to the school office as there is a leave of absence form to complete. Please note that absence for holidays in term time is never authorised unless exceptional.

Unexplained absence

If your child has been absent from school/nursery without explanation, the absence will be unauthorised and this presents a concern.

**An Adventure
in Learning**

Address:
Greenmount Primary School
Lodge Lane
Beeston, Leeds
LS11 6BA

Headteacher
Mrs. L. Dixon

Contact
0113 276 0771
www.greenmountprimary.co.uk



**International
School Award
2021-24**

Lateness

Please could we ask that you arrive on time at the beginning of the nursery session. If you arrive after the times below you will need to go to the school office before dropping off at Nursery.

- Morning drop off – 8.45am
- Afternoon drop off – 12.15pm

If you are going to be late collecting your child from school at the end of the session for some reason, please contact the school office to let us know as soon as possible.

Children can become very anxious if they are left behind, and it is important that we can reassure them that you are on your way.

Morning pick up:

- 11.45am

Afternoon pick up:

- 3.15pm

We have a fantastic family support team at Greenmount Primary should you need to discuss any difficulties you may be having or any support needs, you can discuss with Mrs Khattun or Mrs Ahmed.

We also work very closely with the JESS Cluster team and they provide specialist family support.

Thank you

Mrs Benatmane
Attendance and Family Support

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