



# Grange Primary School

Church Gardens  
Ealing  
London  
W5 4HN

0208 567 1432

Head teacher: Graham Beeden  
Deputy Head teacher: Sarah Mears  
Assistant Head teacher: Sabina Sidhu  
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25<sup>th</sup> September 2018

Dear Parent/Carers,

## Attendance Information for Reception parents

At Grange we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. To ensure that good attendance and punctuality is encouraged we would like to remind you that attending school, on time, every day is important, unless your child is ill. **If there is a reason to be absent, parents must inform the school by either calling 020 8567 1432 selecting option 1 or sending the school an email.** Please note, any absences occurring either side of a school holiday will require proof of illness to be shown. Otherwise, the absence may be **unauthorised**.

Coming to school every day is vital if your child is to learn new skills and develop. Children need to be in school not just for learning but to ensure they become a full member of the class, make friendships and develop social skills which are necessary for success in the rest of their school life and beyond.

Please make sure your child is in school, on time, every day. **They should be in the playground a little before 8.40am ready to go in with the class to begin the school day at 8.45am.**

Further information on school attendance is available on the school website at [www.grange.ealing.sch.uk](http://www.grange.ealing.sch.uk)

Thank you for your co-operation.

Yours sincerely,

Mr G. Beeden  
Headteacher

Mrs B. Deb  
Attendance Officer



[Any personal data collected will be stored and processed in accordance with our GDPR policy found on the school website in the GDPR section](#)