



Grange Primary School

Webb Street, London, SE1 4RP

Telephone: 020 7771 6121

Email : office@grange.southwark.sch.uk Website : www.grange.southwark.sch.uk

Twitter: [@growwithgrange](https://twitter.com/growwithgrange)

Headteacher: Miss Rebecca Benjamins
SENDCo: Mr. David Bucknall

Assistant Headteacher: Miss Amanda Matheson
School Business Manager: Mrs Kim Edwards

9th July 2026

Dear parent/carers,

At Grange we recognise the importance of regular and punctual attendance. The partnership between home and school is a vital part of your child's success and we encourage you to take an active role in their learning by ensuring your child attends school regularly and has excellent punctuality.

On every day of your child's absence, please ensure you liaise with the school before 9.05am, by leaving a message with (1) your child's name and class (2) what your child is ill with (e.g. vomiting). You can leave a message for us:

- via the Arbor App. (sms service)
- by calling the office on 020 7771 6121 (leaving a voice message) or;
- emailing the school on: office@grange.southwark.sch.uk

If your child is absent for more than 3 school days, you will need to provide evidence of absence, such as a GP appointment card, text or email, or a letter showing your child was seen at the hospital.

If we do not have a reason for absence for your child, we will receive a call from the school office at the first instance followed by a text. **If necessary**, we will undertake a **home visit** to ascertain the reason of absence.

Attendance monitoring: we are regularly checking our attendance throughout the academic year, and will write to our families if attendance drops below 90%. We expect all our families to ensure their child/ren are at school at least 95% of the time; and will therefore make the necessary referrals if this should become a concern.

Medical appointments should be booked outside of school hours and ideally during half term breaks. If our child must attend a medical appointment, please notify the school office, and show them evidence of your child's appointment.

Any other request for an absence from school will need to be completed and authorised by/at the Headteacher's discretion. Requests outside of term time will usually be based on pupil attendance, punctuality and personal circumstance. Please be aware that holidays will not be authorised, and penalty charges will apply to any such absences.

Punctuality: we close the gate at 9.00am. Any child arriving after this time; will need to enter through the school office, register a late mark and give a reason for the lateness (using our InVentry system).

Late Collected Children: school closes at 3.40pm; if a child is not collected by 3.40pm, has not been registered with Clubs Complete for the paid after school provision, a charge of £5.00 will be made by the school with subsequent charges of £5.00 for each five minutes thereafter until they are collected.

These charges are to be paid at the time of collection. We are able to take your payment via the Arbor App. and you will be shown how to do this. Payments via the Arbor App is our preferred method of payment as it will show an audit trail of the charge made and the payment date should this be needed for future reference.

If you have different collection arrangements at the end of the day, you must call the school office no later than 2.00pm, to inform us of this change. We cannot guarantee a message can be relayed in time, when we receive messages late in the day.

If absences or/and lateness persists, you will be invited to attend a punctuality meeting with the Headteacher.

Should you have any questions, or queries, please do not hesitate to get in touch.

Thank you in advance for your co-operation and continued support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Benjamins', with a horizontal line extending to the right.

Rebecca Benjamins
Headteacher