

HUNNYHILL PRIMARY SCHOOL

Attendance Newsletter

September 2018



Welcome to the first Attendance Newsletter at Hunnyhill Primary School. We aim to produce these each half term because regular, punctual attendance in school really does matter.

Whole School Attendance at the end of 2017/18 was

95.88% (Could Do Better)

By working together, we must try to achieve **Good** or even **Outstanding**.

If you have children in current years 1 to 6, you will have received your child's attendance % during July on their school report. Have a look at the scaling opposite to see how good their individual attendance is on a % basis.

School Attendance Matters

When your child's school attendance is in the green (97% - 100%) they are more likely to benefit from education, achieve better exam results and have more doors of opportunity open to them.

Regular attendance will also help your child's social skills such as making and keeping friends.

The school works closely with the Education Welfare Service and an Education Welfare Officer visits the school each month to discuss any areas of concern and any actions required. They also conduct regular late sweeps whereby any families who arrive late will be asked to give reasons as to why, and provided with advice on how to avoid future late arrivals.

100% Outstanding

97% + Good

92 - 96.9% Could Do Better

Below 92% Poor

Below 90% Persistent Absentee

Since the Autumn term began, Hunnyhill's % rate is 96.32% which is only slightly above the standard of 96% set by the School and Local Authority. We all need to work together to improve this figure and move beyond it as the year progresses.



IS YOUR CHILD SICK OR ABSENT?

**PLEASE TELEPHONE
01983 522506**

**EVERYDAY BEFORE
9:15am TO KEEP US
INFORMED**

Please remember to phone the school daily for any absence and then complete an Absence Slip when your child returns to school to confirm the reason and date of their return.

At Hunnyhill we monitor attendance closely and if an absence is unexplained and/or we do not receive a completed Absence Slip, the period will remain unauthorised.

Please note that the Headteacher has the right to consider whether to accept the parents/carers position with regard to medical absence.

The Headteacher at their discretion may decide to unauthorise these absences if a pattern occurs or if a child is habitually taken out of school, for instance on a Friday afternoon early for an appointment.

If your child has a medical appointment during the school day we ask that you bring proof by way of a letter, text or appointment card.

ARRIVE ON TIME

Children must be seated in class and ready to learn at 8:55am each day when the register is called.

Children arriving on site after this time must be signed in at the school office giving a valid reason as to why they are late.

Children arriving after 8:55am will receive an 'L' mark in the register

Children arriving after 9:15am will receive a 'U' mark in the register.

If a child receives 10 or more half day sessions of unauthorised absence in a 10 week period, (and this includes late arrival), a Penalty Notice can be issued.

Together with your child, prepare for the next day - even the youngest child can help choose where they leave their school shoes, bag for school and uniform to wear.

10 minutes late each day equals 1 week missed each year.



NEW FOR 2018-19 Our **Bronze**, **Silver** and **Gold** Attendance Award Certificates

Children who have outstanding attendance during the whole term will receive a **Bronze** certificate.

If they then achieve outstanding attendance in the following term, they will receive a **Silver** certificate.

Building upon this, children with outstanding attendance for all 3 terms will receive a **Gold** certificate at the end of the academic year.

REQUESTS FOR LEAVE

Years R - 6

In line with Legislation, Hunnyhill Primary **does not authorise any holiday during term time.**

To advise us of leave during term-time, please send a letter for the attention of the Headteacher - Mrs Steedman. Upon Mrs Steedman reading your letter, a meeting may be requested if the absence needs to be discussed.

Leave will only be authorised in exceptional circumstances.

The following clarifies the school's position:

"The Governing Board and Senior Leaders at Hunnyhill have determined the following rules will apply with effect from 1st September 2017:

If a parent chooses to remove their child/ren from school without authorisation then the school will refer for a penalty notice to be issued."

Unauthorised absence referred to the LA may result in a Truancy Penalty Notice (TPN) being issued or Prosecution under Section 444 Education Act for failure to secure regular attendance at school.

ATTEND, ACHIEVE, SUCCEED