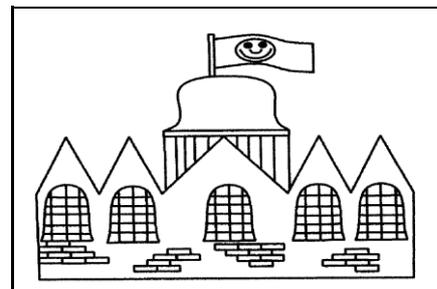


HILLOCKS PRIMARY AND NURSERY SCHOOL

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Summarised Attendance Policy

EVERY DAY COUNTS

GOOD ATTENDANCE IN SCHOOL = GOOD PROGRESS

At Hillocks Primary and Nursery School we value children's attendance, as those with low attendance make less progress at school.

Good attendance is 97% or better

5 and a half days off or less over the whole year - less than two days each term!

Satisfactory attendance is 95% to 96.9%

Up to 9 and a half days off over the whole year – up to 3 days off each term.

Attendance causing concern is 90% to 94.9%

Up to 19 days off each year – up to 6 days off each term.

Unacceptably low attendance is below 90%

More than 19 days off in a year – more than 6 days off each term.

Why good attendance matters

To learn anything from school children need to attend every day. Almost all our lessons build on previous learning and if a child is missing sessions then they are going to struggle when they return. This will make it much harder for them to gain all the benefit from their time at school.

School timings

The gates open at 8:30am. School starts at 8:50am. Any child arriving after 8:55am is late. The register closes at 9:20am and any child arriving after that will be recorded as an unauthorised late.

Lunch is 12pm to 1pm.

The school day ends at 3:20pm.

What to do if your child is absent

Call school before 9:20am if your child is absent. Please tell us why so we can properly record the reason. If we don't know, the absence will be unauthorised and can lead to a penalty notice.

If we have asked you to, then please provide evidence to support the reasons for absence.

Sanctions for poor attendance

Attendance below 95% (or 3.5 days in the autumn term) will prompt a letter being sent home stating that attendance for your child is causing concern. After this letter each period of absence will need evidence or the absence will be recorded as unauthorised.

3 more days' unauthorised absence will trigger a meeting with the head teacher to see how school can help improve attendance.

2 more days' unauthorised absence may lead to the issuing of a penalty notice.

Continued poor attendance (below 90%) or a lack of engagement with school (e.g. not attending meetings) will lead to a referral to Early Help (Formerly Education Welfare) and possible further fines and court appearances.

Holidays during school sessions

Holidays will not be authorised except in exceptional circumstances (e.g. religious observation). Cheaper holidays, family weddings and holidays booked by other family members will not usually be authorised.

Penalty notices will not be given for holidays unless attendance is already causing concern.

Appointments during school hours

Appointments must be made outside of school hours or in the school holidays where possible.

The school will only authorise absence where evidence is provided and the child is in school before and after the appointment where possible.

Suitable evidence for absence

Suitable evidence could be:

Prescription from your doctor

Appointment card or letter

A note or letter from your doctor, dentist or hospital

Positive attendance rewards

Weekly

F1/2

A raffle of all children's names who have been in school every day and arrived on time will be drawn. The child with the winning ticket will take home Allie the attendance alligator. Big Al will visit each Monday and draw the winning ticket.

KS1 and Yr3/4

One dojo will be awarded for each day a child attends and is in class by 8.50. Any child getting all 5, will receive an extra 10 minutes playtime on Monday afternoon.

Yr5/6

Scholarpack will be used to identify all children who have attended and arrived on time each day. All children who have 5, will receive an extra 10 minutes playtime on Monday afternoon.

Announcements regarding attendance and punctuality will be made in Monday assembly by Big Al.

Termly

All children's names who have managed full attendance and been on time will be put into a raffle. A ticket will be drawn for a family day out.

The class with the highest number of children attending and arriving on time will receive a class reward.

End of year

Children with 100% attendance and who have arrived on time will be taken out for the day.

(Unavoidable medical appointments will be excused from these rewards – dentist appointments that could have been taken after school or in holidays will not, nor will illness.)