



Hunningley Primary School

The best in everyone™

Part of United Learning

Parent Guide to attendance and punctuality at Hunningley Primary School

Hunningley's Aims:

Hunningley Primary School believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. Expected attendance is 96%.

Good Attendance means...

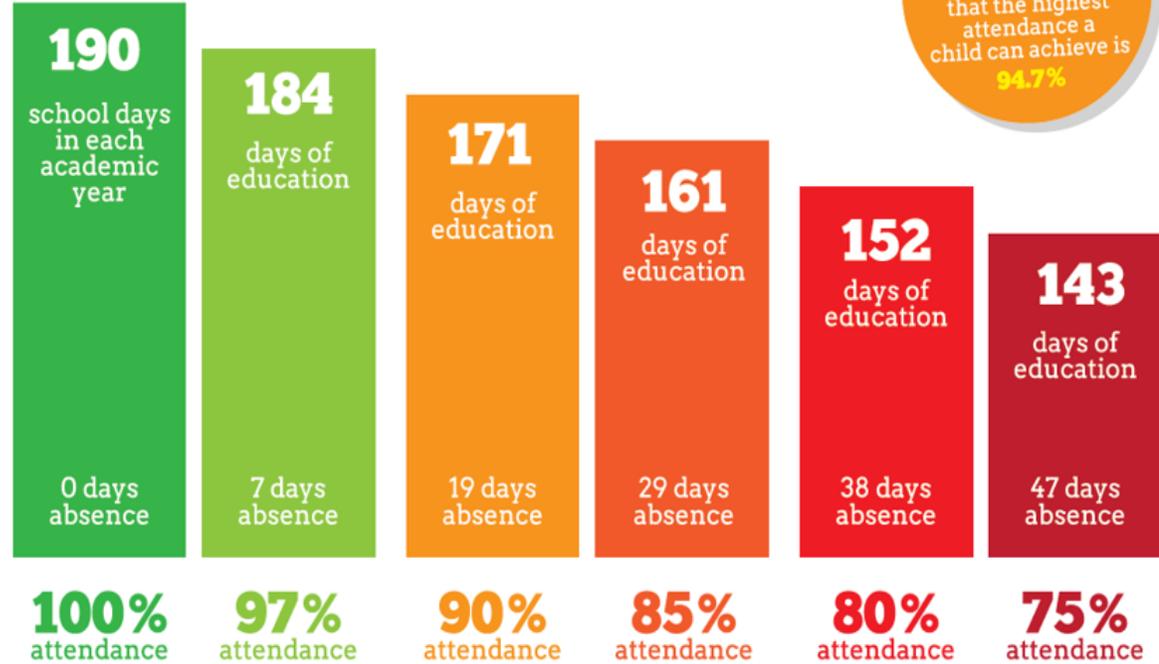
Being in school at least 97% of the time or 184 to 190 days

Remember

Your education is important - don't miss out!

Did you know?

A two week holiday in term time means that the highest attendance a child can achieve is **94.7%**



Punctuality

- Pupils arriving after **9:00am** will be marked as present but arriving late.
- Pupils arriving after the close of register (**9:30am**) will be recorded as late, this will not be authorised and **will count as an absence** for that school session.

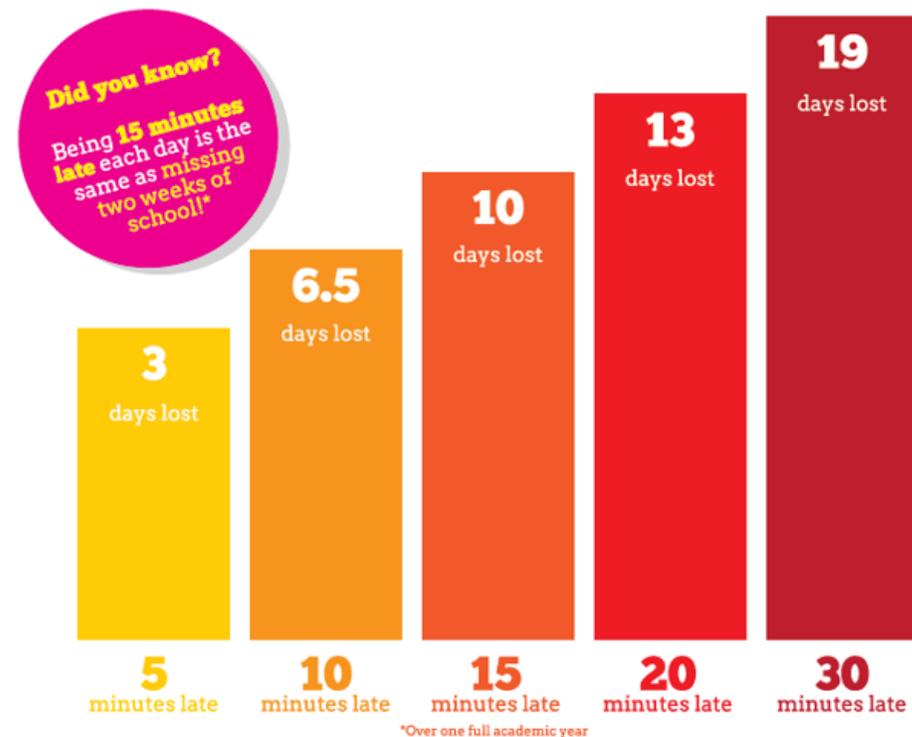
Good Punctuality means...

Making sure you are at school, ready to learn, before registration starts!

This means arriving early

Try to get to school 10 minutes early, get settled and ready to learn!

Lost minutes = Lost learning



Absences - Where pupils of school age are recorded as absent, the register must show whether the absence is **authorised** or **unauthorised**.

Absence can only be authorised by the school and **cannot** be authorised by parents.

All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

- Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. If this is not received, school office staff will call and text message will be sent out.

- This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

- Alternative arrangements will be agreed with non-English speaking parents/carers.

Categories of Absence



Illness or self isolation (self isolation - for up to 2 weeks)



Medical or dental



Other authorised circumstances (Must be agreed by Senior Leadership Team)



Excluded



Leave of absence during term time

Unauthorised absences

Unauthorised Absence:
Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

Unsatisfactory explanations for absence ...



Attendance Tracking

100%-96%- Green

Pupils with attendance between 100% to 96% Parents will receive a letter at the end of each half term congratulating them on their child's good/excellent attendance

Pupils with this level of half termly, termly and annual attendance will receive a certificate of achievement. Their names will be displayed on the school attendance display board.

The class teacher will be responsible for all action at this level and will record any intervention and outcomes on CPOMS.

Children with 100% attendance at the end of the school year will be invited to attend an out of school experience at the end of the school year.

Attendance Tracking

95%-91% Amber Alert

Where unauthorised absence has occurred or attendance has not improved a letter will be sent to parents advising of concern and outlining the parents' responsibilities. After a period of 2 weeks, where improvement has not occurred, parents will be invited to an internal attendance panel meeting where the possible outcomes will be:

Ensure contact with the parents to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress. All parties confident that issues have been resolved and the attendance will improve.	Attendance contract agreed with targets to be met and monitored	Absences at this level of attendance will not be authorised without medical evidence.	Agree a review date	Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.	The class teacher will be responsible for all action at this level and will record all intervention and outcomes on CPOMS.	The attendance team will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies.
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Letter 1 and possible attendance panel

Attendance Tracking

Below 90% - Red alert – Persistently Absent

Refer to the attendance officer who will send out a monitoring letter, home visit or invite parents to a meeting

Set an individual attendance target for the pupil that will see the pupil move to the band below.

Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs

Be the key contact person for any external agency working with the pupil

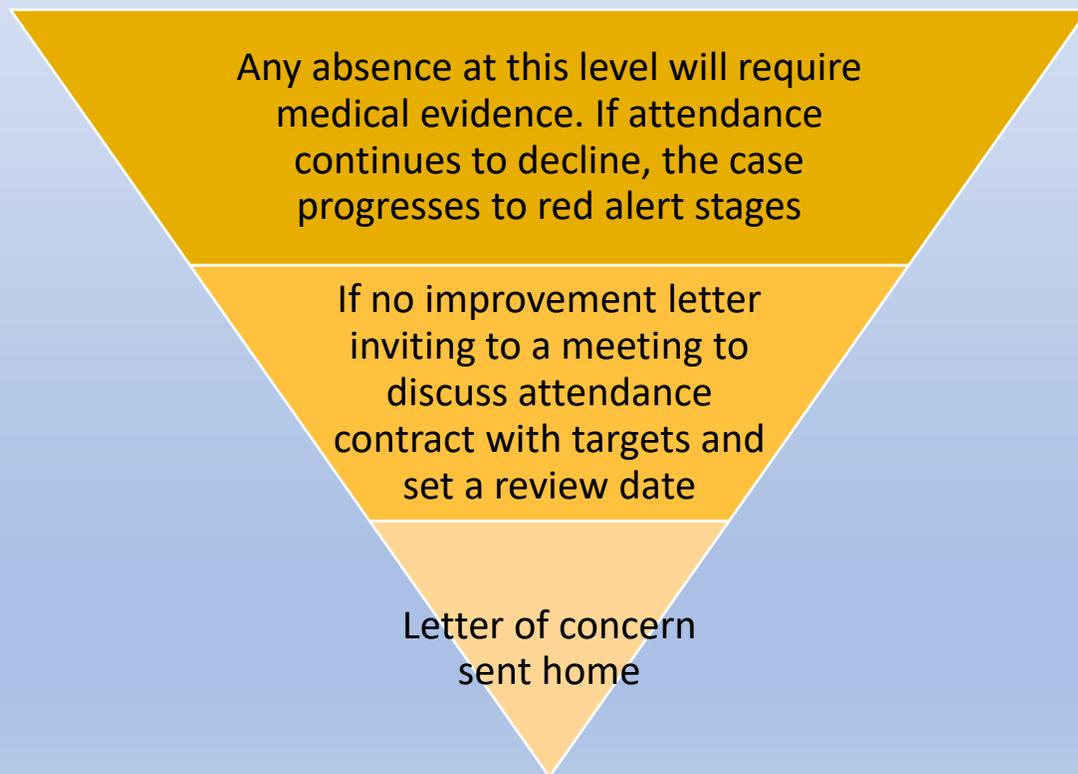
Input strategies to address the needs of pupils within their group

Penalty Notice monitoring period commences

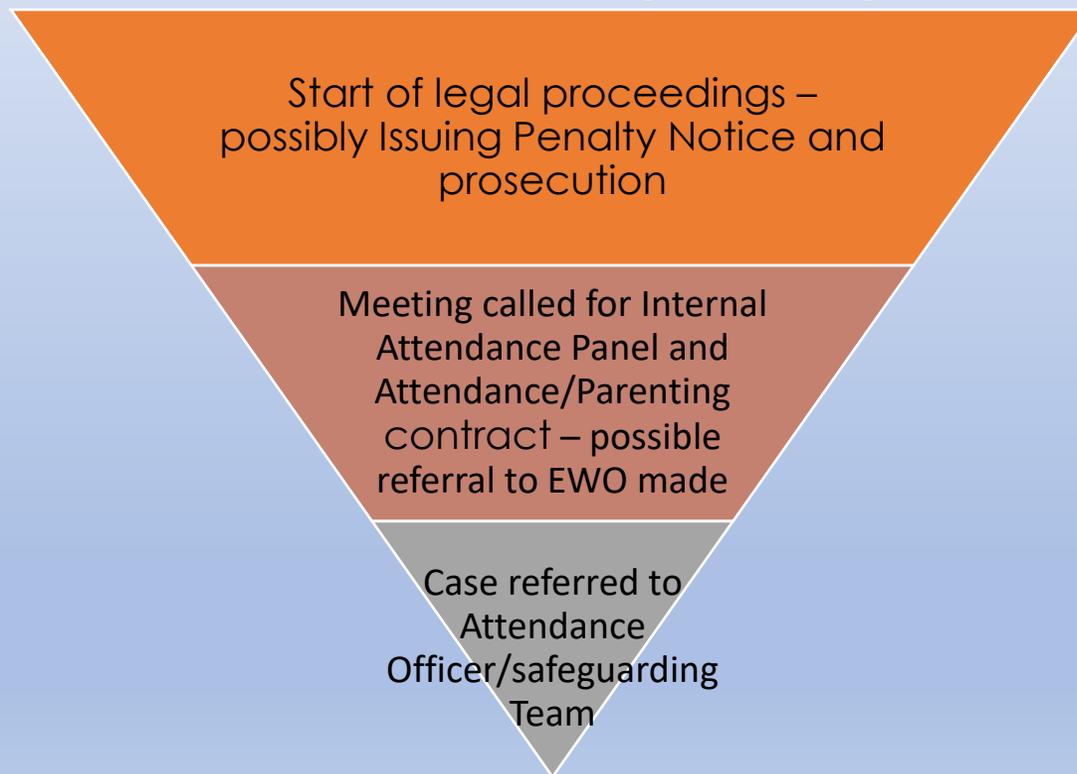
Letter 2 and referral to EWO and start of penalty notice

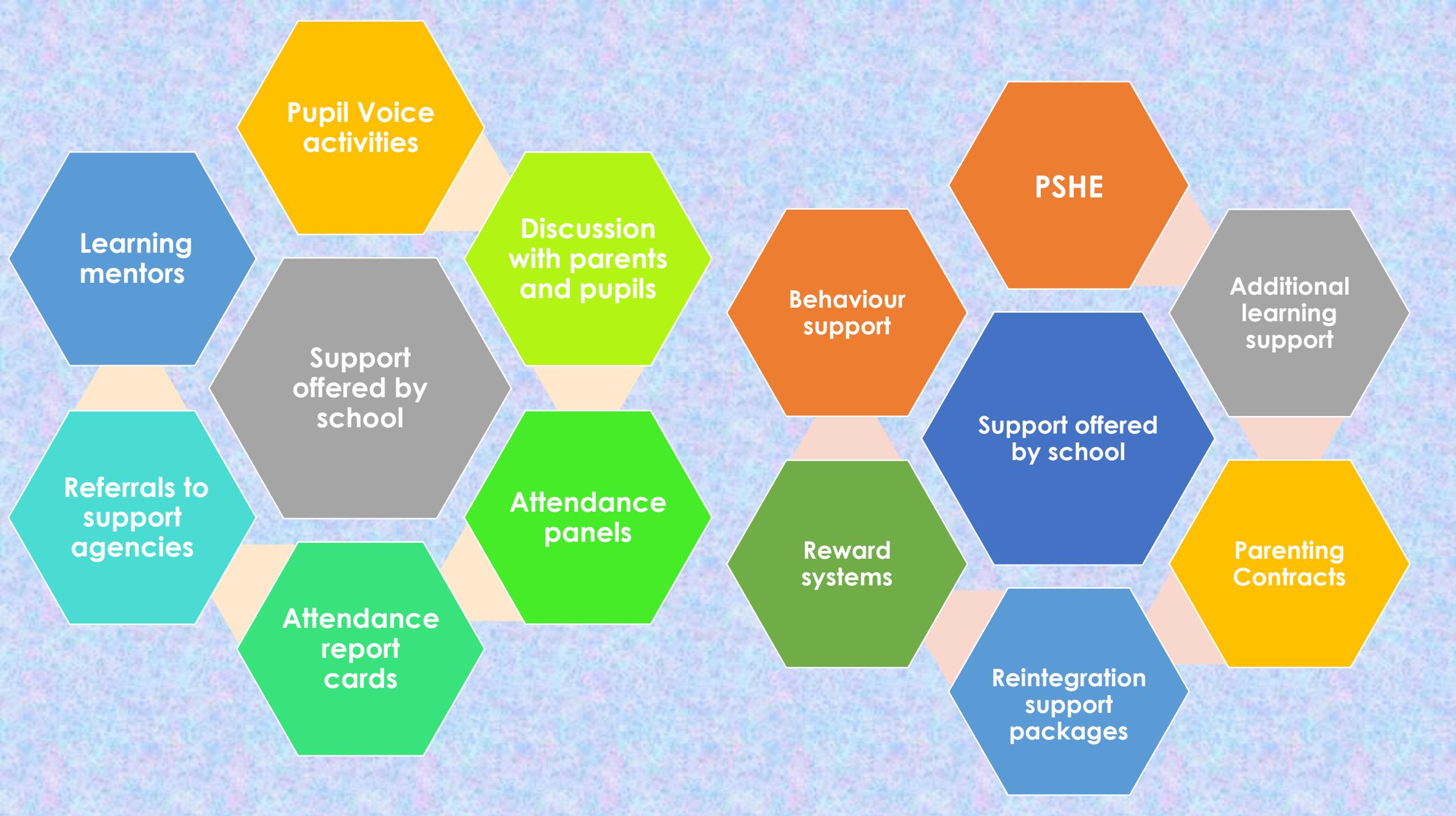
Graduated response to absences

Amber – this is managed by Class Teachers



Red – This is managed by Attendance and safeguarding Team





Learning mentors

Pupil Voice activities

Discussion with parents and pupils

Support offered by school

Behaviour support

PSHE

Additional learning support

Referrals to support agencies

Attendance panels

Reward systems

Support offered by school

Attendance report cards

Reintegration support packages

Parenting Contracts

Legal action

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken.



Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to **£2500** and or be imprisoned for a period of three months.