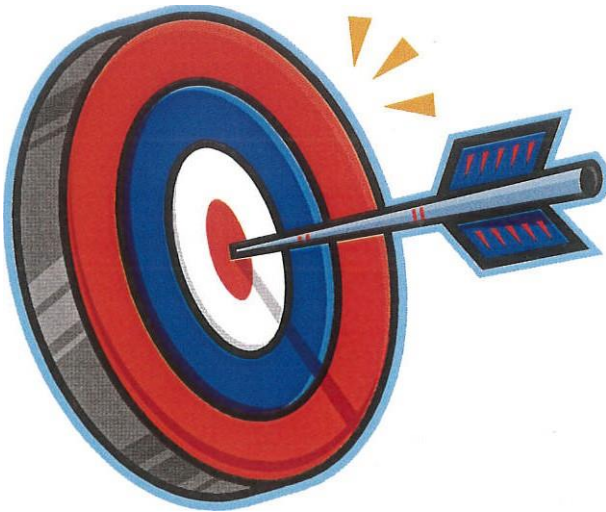




Attendance Information

2022 - 2023

Help your child to achieve 98%+ attendance at school and give them the best possible start in life.



Teamwork: Together Everyone Achieves More!

What Difference Does Good Attendance Make?

Every absence leads to a break in learning. Learning depends upon discussion, listening, and practising. Missed work cannot always be caught up.

- ◆ **Good attendance** means **good learning**.
- ◆ Children are more secure, especially in a routine.
- ◆ If everyone is on time, vital information is not missed at the beginning of the day.
- ◆ Children do not miss out on learning.
- ◆ Statistics show that children achieve more at GCSE level if they have had good attendance throughout their school life.
- ◆ It is never too early to learn good habits for life, including regular attendance and punctuality.

Attendance at Hopton

- ◆ Regular and punctual attendance at school is the legal responsibility of the parents.
- ◆ If your child cannot attend school for any reason, please contact the school **before 9am**, on the first day of absence. Expect a 'phone call, if we have not heard from you.
- ◆ A reason for the absence must be given as we need to know the nature of the illness. Children should not miss school for minor illnesses. The school **will always** contact you if we are concerned about a child's health during the day.
- ◆ Children should remain at home for **48** hours after the last episode of sickness or diarrhoea in line with public health guidelines.
 - Children in **Years 5 and 6** may walk to school without an adult, providing that permission has been given by a parent to the school office, where a record is held on file.
 - Hopton Primary is committed to safeguarding all pupils in our care. In the unlikely event of a child (who is independently walking to school) being absent for morning registration; we will ring the contact provided and emergency numbers by 9.10am. If no response is received, the next step will be to ring the police to report a missing child. This ensures that the appropriate and immediate action is taken to promote the safety of the child.

How You Can Achieve Good Attendance

- ◆ Ensure your child/ren are ready to start school at 8.45am, punctually. Arriving late results in missed learning opportunities and can cause disruption and distress to children.
- ◆ Bring your child/ren to school every day, unless they are too ill to attend.
- ◆ Make any dental or medical appointments outside of the school day.

Celebrating Good Attendance

Good attendance is celebrated with individual certificates for those who achieve full attendance for the term.

Holidays

- ◆ Following Government Guidelines it is Hopton Primary's policy to refuse to authorise holidays during term time.
- ◆ If permission is refused and the pupil is still absent on the dates requested, the Headteacher may request a Fixed Penalty Notice to be issued by the local authority on the pupils return to school.
- ◆ Registers are regularly checked by the Headteacher—any patterns of absence are noted and Parents/Carers are contacted via warning letters when absence drops below certain levels in order to discuss the issue.

Every Minute Counts

Did you know that by being 5 minutes late each day, a total of 3 school days will be lost by the end of July?



The Law

- ◆ The Education (Pupil Registration) (England) Regulations 2006 state that parents are legally responsible for their child's attendance.
- ◆ Education (Pupil Registration) (England) (Amendment) Regulations 2013: The amendments make clear that Headteachers may not grant any leave of absence (e.g. holidays) during term time unless there are exceptional circumstances.
- ◆ The Local Authority has introduced a system where any pupil who has an attendance of 85% or less with at least 15% unauthorised absence over a 6 week period or 10 consecutive sessions unauthorised absence will meet the criteria for legal intervention which could be in the form of a Fixed Penalty Notice.
- ◆ Any pupil in Hopton Primary School who meets either criteria, will be referred to the Local Authority for action to be considered. If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days, if unpaid a further invoice for £60 per parent per child is issued, both individual invoices would then have to be paid making a total payment of £120 in 28 days Failure to pay the total amount within the timescale will result in legal action being taken.

What will the school do if we are concerned about your child's attendance?

- ◆ Following the issue of absence warning letters you will be asked to meet with the school to discuss why your child/ren has had a number of absences and try to find a way to improve this. We may be able to help if there are legitimate reasons for absences such as serious medical issues.
- ◆ If this does not help, an Attendance Panel meeting will be held to look at what the issues are and set an attendance target for your child to meet.
- ◆ A review meeting will be held following the Panel. If attendance has not improved you may receive a fine and action may be taken by the courts.