

Hopton CEVC Primary School

Attendance Policy: Summary for Parents



Equality, Diversity & Inclusion



From September 2022, schools need to have a clear attendance policy following the new DfE guidance document '[Working together to Improve School Attendance](#)'



Attendance Matters. Every Student. Every Day.

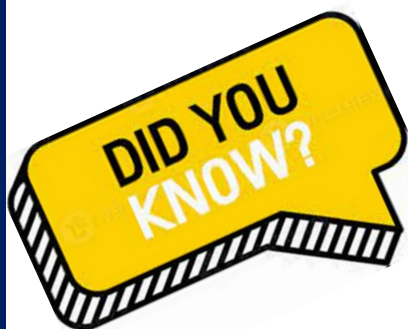
Why does Attendance Matter?

- ✓ *School gives children the life skills to prepare them for the future.*
- ✓ *They make friends, learn about themselves and their bodies **and** how to build relationships.*
- ✓ *They learn fundamental skills **in English and Maths, as well as learning about the wider world.***

At Hopton we raise aspirations and encourage perseverance in life and learning.

When children miss school

- 🕒 *They miss **5 lessons per day**. They can feel lost and confused when they return to school because they have missed key information and this gets worse given the length of absence. If a child misses 10 days of school in a year, they are missing 50 lessons and this causes significant gaps in their learning. Some topics are not repeated leading to knowledge gaps in future years.*
- 🕒 *They miss out on **fundamental reading, writing and maths skills** and are more likely to fall behind. Children with poor attendance are more likely not to be working at the expected level for their age. They are more likely to underachieve at standard assessment throughout their education.*
- 🕒 *They develop a **habit of missing school**, which can be difficult to turn around.*
- 🕒 *They may struggle with **anxiety, their mental health and wellbeing** as they deal with the return to school.*



All children have a legal right to a full-time education.

It is the **legal responsibility** of every parent and carer to make sure their child receives that education.

Where a parent decides to have children registered at a school, they have an additional legal duty to ensure their child attends school regularly.

- 1) **Attend** school daily
- 2) **Attend** school on time = 8:40am
- 3) **Attend** School ready and prepared to learn
** book bag, water bottle, lunch box, PE Kit**



The School Day: The gate opens at 8:40 a.m each morning, and closes by 8:50 a.m. All children should be in this classroom at this time and ready for the register. The school day finishes at 3:15 p.m.

Reporting you child absent:

It is the parent/ carer's responsibility to inform the school when their child is absent. All parents must either call the office before the start of the school day (01953681449) or use the ParentMail 'reporting absences' function to report their child's non-attendance for every day of absence and to explain the reasons for their absence.

Medical Appointments:

All medical appointments should be made outside of school hours. On the rare occasion where this is not possible, for example the child needs to attend a specialist centre at a given time, parents must complete a 'leave of absence' request form (collected from the Office). Evidence of the appointment must be attached. The child should only be out of the school for the minimum amount of time necessary for the appointment.



Requesting other leaves of absence in advance.

- 🕒 Headteacher can only grant leave of absences in **exceptional** circumstances, **it is highly unlikely a leave of absence will be granted for the purpose of a family holiday.**
- 🕒 In an exceptional case, where families know in advance of a reason why their child might not be able to attend school, **they must request a 'Leave of Absence' form from the school office.** This must be completed, detailing the reasons.

Only exceptional circumstances warrant a leave of absence.

Fixed Penalty Notices

- 🕒 The law states that **if children are of compulsory school age and are absent from school without good reason, adults are committing an offence** and their parents and carers may be prosecuted in the Magistrate's Court.
Fixed Penalty Notices will be issued when:
- 🕒 Where a child has taken an absence during term time for **3** or more days and the absence is not authorised by the school;
- 🕒 Where a pupil has missed at least 6 sessions (3 school days) due to unauthorised absence in a school term.
- 🕒 **Where a child is persistently late.**

Fixed Penalty Notices are issued by the Local Authority (Suffolk County Council)

Currently, the Fixed Penalty Notice for each child is £60 per parent.

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Attendance



Scan the QR Code
to read our
attendance policy

0-2 days
absent



99% -100% Attendance

Your child's attendance level is **perfect!!!!** They are accessing all learning opportunities.

4 days



96% - 98 % Attendance

Your child's attendance level is good, but they will have missed some important elements of learning this year.

13 days



93% -95% Attendance

Your child's attendance level is **unsatisfactory**. Your child will have missed significant amounts of school which will have resulted in gaps in their learning. **They are at risk of underachieving.**

15 days
absent



90% - 92% Attendance

Your child's attendance levels are **poor**. Your child is of high risk of underachieving due to the missed learning.

Over 19
days
absent

Below 90% Attendance

Your child's attendance is inadequate and classed as **persistently absent**. Your child is likely not to have achieved their potential this year and if their attendance continues at this level, their potential life chances may well be affected.

Mrs Gardner, the school's Pastoral Co-ordinator, works with families to help them improve attendance. Please contact Mrs Gardener or Mrs Wright to discuss ways in which you can be **supported** to improve your child's attendance. Mrs Gardner has access to external agencies (such as the Mental Health Support Team) who can offer free support to families.

At Hopton CEVC Primary School we live out the words of Jesus in Matthew 19 vs 26 'With God all things are possible'.
We raise aspirations and encourage perseverance to reach goals in life and learning

