



Attendance at Hillcrest Early Years Academy

Why am I being sent this leaflet?

This leaflet is being sent to all parent/carers so they are aware of the need for their child to attend school regularly and on time to achieve their best.

Why attend every day?

Good school attendance gives your child the opportunity of success and helps develop skills for life. Your child should attend school every day unless there is an unavoidable cause of illness. Missing school **damages** a child's learning and **disrupts** their routines.

What will happen if your child's attendance drops?

You will be sent a letter to make you aware that your child's attendance is a **concern** and it is being **monitored**.

If your child's attendance continues to be low you will be asked to attend a meeting regarding the matter with Mrs McDonald and Mr Lovelidge. We may also invite White's Wood Lane staff if you have children there and their attendance is also a concern.

If your child's attendance has not improved, this may result in a fixed penalty notice /prosecution under Section 444 of Education Act 1996.

What if your child is ill?

Telephone the school as early as possible on the first morning of their absence to give the reason. Phone every day after the first day of absence if your child continues to be off. **If you don't ring us by 9:30 a.m. we will ring you.** Our phone number is 01427 613483.

Make routine dentist and doctor appointments after school or during school holidays where ever possible. If you have to make an appointment during school time, help your child to be at school for most of the day and let the school know in advance about the appointment. Please bring appointment letters into school if you child will be missing part of the school day.

You will be asked for a medical certificate or appointment card if your child is absent due to illness or dental/medical appointments.

What if you are unsure whether to keep your child off with illness?

Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Children with head lice should be treated and brought into school – there is no reason to keep your child off school for this.

If you are unsure then please bring your child into school. We can **assure** you that if you make the class teacher aware then the adults in the classroom will **constantly** be monitoring your child and if they feel they aren't well enough to be in school they will ring **immediately** for your child to be collected.

What are the facts about attendance?

- **Authorised** absence means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.
- **Unauthorised** absence is where a school is not

satisfied with the reasons given for the absence or you have not contacted school at all.

- If we have not had any contact from you and we are unable to contact you or we are unhappy with the reason for absence you have provided we may ring the police to carry out a **safe and well check** on your child.
- 90% attendance equates to your child missing half a day each week of the school year
- 90% means that the Government consider your child to be a **persistent absentee**.
- 80% attendance equates to your child missing a day each week of the school year.
- Children in Nursery can lose their Nursery place if attendance is unsatisfactory.

Whether your child's absence is authorised or unauthorised it still counts towards their overall attendance.

Our whole school attendance target is 98%.



What rewards will my child receive if their attendance is 100%?

- Awarding the House team with the best attendance the attendance cup in celebration assembly every Friday.
- By awarding individual certificates to individual children every term who have 100% attendance.
- By awarding certificates and prizes to individual children who get 100% attendance for the whole academic year (September to July).

You will be updated **every half term** on how your child is doing with their attendance for the academic year to date.

If your child has been given an **authorised** holiday this will still effect there overall attendance percentage and they will not receive a 100% attendance certificate.

What if I want to go on holiday during term time?

Requests for leave of absence will not be granted for the purposes of a holiday. The law does not give any entitlement to parents to take their child on holiday during term time.

A warning letter is sent to all parents annually with the regulations regarding leave of absence during term time.

If you are planning to take your child out of school during term time you **must** fill out an application for leave of absence in exceptional circumstances at the main office. You will then be informed in writing by the attendance panel within 28 days of the request on their decision. If you choose to take your child out of school during term time and it is **not** deemed as exceptional circumstances and has not been approved by the school, then this will be coded as an unauthorised absence and a Fixed Penalty Notice will be issued for the period of absence.

Please be aware that an application form must be completed **4 weeks in advance of the requested absence**. All requests not made within 4 weeks of the requested absence will be **automatically unauthorised**. You can get an application form from the office but you are not permitted to take the application form away and you must fill it out at the office.

Our Academy is an **Independent Academy** and will therefore not be communicating with any other Academies on our decision. Therefore, if another sibling's holiday has been authorised by another Academy it does not automatically mean that the holiday will be authorised by our Academy.

What if I want to take my child out for a day of religious ceremony?

As an Academy, we may authorise requests from parents to take their children out of school on **some** religious grounds. However, parents must **provide** sufficient evidence as proof.

Weddings, Christenings and Funerals are not classed as religious ceremonies and a request for absence will need to be made to the office if you intend to take your child out of school for one of the above reasons.

What should I do if my child is late for school?

School starts at **8.50 a.m.** The children must be on the playground when the bell rings and ready in their line to come into school.

Any child who comes into school after this time is classed as **late**.

If your child is late then you must sign your child in at the front office. It is a **legal requirement** for you to sign your child in if your child is late to school.

If you are repeatedly late you will be asked to attend a meeting with Mrs McDonald and Mr Lovelidge. If punctuality still doesn't improve then this could result in **prosecution** under Section 444 of Education Act 1996.

Why is punctuality important?

- Your child will be calm and ready to begin learning.
- They will not miss registration.
- They will not miss the start of a lesson.
- They will not disrupt the teacher.
- They will not disrupt their classmates.
- They will not have to catch up on work.
- Attending breakfast club will help them to be on time. It opens from 7:45.

Where can I access the school's attendance policy?

Visit the following the link and click on the 'attendance tab'

<http://www.hillcrestearlyyearsacademy.co.uk/policies/>