



Summary of our Academy's Attendance Policy

> At Hillcrest Early Years Academy we expect children to attend every day as long as they are well enough to do so.

> If your child is not well enough to attend school, we expect a parent to contact the school office before **9.30am**.

> If you do not contact us providing a reason for your child's absence we will ring you, if you do not answer we will send a text to you. If no reason is provided we will send home an absence slip that must be returned or your child will be marked down as unauthorised.

Ring **01427 613483** and either speak to our office team or leave a message to report an absence.

Please state your child's name and reason for absence. Saying they are 'unwell' or 'poorly' is not enough information we need a specific reason e.g. - sickness, fever or diarrhoea.

Good attendance in school is essential for pupils to get the best possible start to their education! 100% attendance is possible however we understand children pick up illnesses very easy. The government guidelines for attendance is currently at **95%** but for our Nursery children we expect **80% and above**.

Parent Responsibilities

- > To have children in class ready for teaching by the start of the day at **8:45 am/ 12:15pm**
- > To inform school on **every day** of any absence unless told otherwise.
- > To request leave of absence as soon as possible.
- > To fill out the school's '**Application for Leave of Absence in Exceptional Circumstances**' form when requesting time off.
- > To work with the school and Attendance Lead to improve lateness and attendance.
- > To avoid medical and dental appointments during the school day.



If you are worried about your child's attendance at school or are struggling to bring them into Nursery we are always here to help and support in any way we can! Please don't hesitate to contact us if you have any issues or concerns.

Please visit our website at www.hillcrestearlyyearsacademy.co.uk and take a look at our attendance page for more information. You can find this under 'Key information' and 'Attendance'.

Hillcrest Early Years Academy



Attendance Leaflet Little Sparkles and Little Gems

Information for Parents and Carers

Attendance and Absence Monitoring Flowchart

You will receive a phone call every day that your child is absent when no contact has been made from you.



The Headteacher/Attendance Lead meet every other week to monitor attendance.



A Letter or email will be sent to those parents whose child's attendance is unsatisfactory at the time.



If no improvement is seen, a letter will be sent and a meeting will be arranged to discuss concerns for attendance and how we can support you.



If attendance continues to be of concern, then your child may lose their place in our Nursery setting however this is a very last resort.



However If attendance improves then a letter, text or email of recognition will be sent home and your child will be closely monitored.

How we praise good attendance



If your child achieves **80% and above** they will be placed in our prize draw at the end of each term. This means they could win a ticket to go on one of our Family Friday Trips which all the children love!

Authorised and Unauthorised Absence

What does this mean?

Authorised absence means when your child is absent for illness or unavoidable medical appointments and Exceptional family circumstances. This however will still affect your child's overall attendance.

Unauthorised absence means when your child is absent from school for reasons that we do not deem necessary to be absent from Nursery. For example, your child is too tired or you are going on holiday. Your child will also be marked on the register as unauthorised if you do not provide a reason for your child's absence.

Illness Guidance



Children with minor ailments such as headaches, coughs, colds, earache and stomach ache are still able to attend school. We advise to give medication such as Calpol to help them and we will monitor your child throughout the day and will always call if they become too unwell!

If your child's attendance falls below **80%** this means they are at risk of becoming a persistent absentee. A letter/email will be sent home and a meeting with the Headteacher and Attendance Lead may be arranged to discuss ways we can support you with increasing your child's attendance.

Lateness

Punctuality is an important life skill and children must be in school for **8:45am/12:15pm** each day which is when their nursery session starts.

A pupil that arrives late may disrupt not only their learning but also the learning of others.

Collecting your child late is unacceptable and you may be fined the hourly nursery fee rate if this is a re-occurring issue.

