



Summary of our Academy's Attendance expectations

> 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 we aim for 96% as an academy.

Parent Responsibilities

> To have children in class ready for teaching by the start of the day at 8.50 a.m.

> 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 with your child to bring them into school 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 Reception to Year 2

Information for Parents and Carers

Authorised and Unauthorised Absence

What does this mean?

Authorised absence means when your child is absent for illness or unavoidable medical appointments, Exceptional family circumstances and Music, Dance or sports exams/competitions. 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 school. 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 their absence.



Absences

Hillcrest do not authorise holidays or any leave of absence that is not classed as exceptional circumstances. If you take your child on holiday this may result in a Penalty Notice.

Did you know? 10 sessions of unauthorised absence (5 days) can lead to a Penalty Notice.

Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made, School will request a penalty notice to be issued by the Local Authority. The penalty notice will be issued to each parent of the individual child. Penalty Notices are set at £80 if paid within 21 days and £160 if paid within 28 days. Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996.

Please note, if repeated holidays are taken during term time, you may be taken to the Magistrates' Court.

Why does attendance matter?

Attending school on a regular basis is the key to your child doing well at school and will set them up with good habits for later in life and the working world. Hillcrest Early Years Academy offers your child many exciting opportunities and experiences to enhance their learning – if children miss a day they miss out! There is a significant impact on learning for each day school is missed or pupils are late.



What the Law says...



As a parent it is your legal responsibility to make sure your child attends school as much as possible and if your child is absent from school it is because of illness or exceptional circumstance.

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 support 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 96% this means they are at risk of becoming a persistent absentee and will be monitored closely and we will work with families to improve attendance. Your child may also be placed onto an Early Intervention Plan or an Attendance improvement Action Plan if we feel necessary.

Lateness

Punctuality is an important life skill and children must be in school for 8.50am each day which is when the school bell rings.

Children who arrive after this are marked on the register as L (Late). However if they arrive after 9.20am they will be marked down as a U (Unauthorised late). This will affect their attendance and can lead to a Penalty Notice as well.

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

Our Headteacher and Attendance Lead will monitor this and send letters/emails accordingly.

