

School Attendance: What Parents Need to Know



Why is excellent attendance important?

Excellent attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success.

Through attending regularly, pupils can:

- Build friendships and develop social groups.
- Develop life skills.
- Engage in essential learning and other school social events.
- Achieve to their full potential.
- Minimise the risk of engaging in anti-social behaviour.

HHS definitions of attendance

Our attendance target for all students is 100% and our **minimum expectation is 97%**. The visual above shows the impact of days missed and minutes late on a child's learning. For example:











- If a child is **late to school just 5 minutes** each day, throughout the year it equates to **3 days lost to learning (15 hours)**.
- Attendance of **97%** allows for one day of absence per half term and results in **30 hours lost to learning**.




1. Parents should report any absence to the school via the absence line on **01423 554087** before **8.30am**.
2. Parents should contact the school for **each day** a pupil will not be attending school.
3. If the school are not notified of the absence, parents will be contacted through our **Truancy text** messaging service **at or before 9.30am**.
4. If school is not notified of the reason for the absence it will be recorded as **unauthorised absence**, and this adversely impacts a pupils' attendance.
5. We will **request medical evidence** if a child's absence is **5 or more consecutive days**.
6. We will request a **specialist letter** when there is an absence of more than **2 weeks**.
7. Term time leave will only be granted by the headteacher in **exceptional circumstance**.
8. Where possible **all appointments should be made outside of the school day**.


IMPORTANT REMINDERS

The school can only authorise attendance for the reasons below


AUTHORISED	
	An absence for sickness for which the school has granted leave.
	Medical or dental appointments which unavoidably fall during school time.
	Religious or cultural observances.
	An absence due to a family emergency.
	Sporting events, music assessments and competitions (Headteacher's approval is required).
UNAUTHORISED	
	Students who are absent from school without reason.
	Truancy before or during the school day.
	Arrival at school after registration has closed (after 9.00am).
	Absence due to shopping, looking after other children or birthdays.
	Mild student illness may be unauthorised.

 **PLEASE NOTE:** even when a child's absence is authorised it still has a negative impact on their attendance.


Punctuality Matters



On Time
All students should be in school no later than **8.25am**.



Late
Students who arrive after **8.30am** will be marked as late (L).

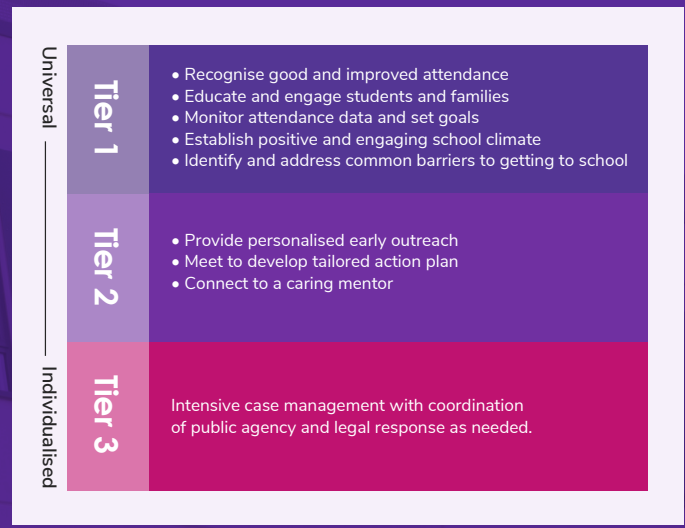


Unauthorised Absence
Students who arrive after **9.00am** will be marked as a (U) code which is unauthorised absence- this has a significant impact on attendance.

Working together to improve attendance



We are passionate about working with families to ensure rapid improvements in attendance and our tiered approach to intervention can be seen below.



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    graph TD
      A[Unauthorised absence: daily contact from the Attendance Team] --> B[Weekly Achievement Team meeting to discuss key attendance actions for each year group]
      B --> C[Stage 1: Attendance concern call  
We ask what we can do to help?]
      C --> D[Stage 2: Parent meeting  
We explore strategies to improve attendance.]
      D --> E[2 week attendance target set]
      E --> F[Stage 3: Fast track  
This is a formal process with legally binding time frames. This can be initiated following 10 sessions of unauthorised absence.]
      F --> G[Stage 4: PACE (Police and Criminal Evidence) meeting  
The school and parent put their case forward.]
      G --> H[Stage 5: Local Authority panel decision  
Possible outcomes:  
• No further action  
• Parenting order  
• Education supervision order  
• School attendance order  
• Penalty notice]
    
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HELP!

MY CHILD IS NOT ATTENDING SCHOOL REGULARLY



You may ask, “What can I do to help?”

AS A PARENT OR CARER YOU CAN HELP BY:



- Ensuring your child understands the importance of excellent attendance and punctuality.
- Taking an interest in their education – asking about school work and encourage them to get involved in school activities.
- Discussing any problems they may have at school and inform their SSO to pass on concerns quickly.
- Not allowing them to take time off school for minor ailments.
- Arranging appointments after school hours.
- Being open and willing to work with us to improve your child’s attendance.

AS A STUDENT YOU CAN IMPROVE YOUR ATTENDANCE BY:



- Speaking to a trusted adult about the reasons why you might not want to come to school.
- Trying hard every morning to get up and get to school, unless you are really unwell.
- Getting an early night, feeling tired on a morning can make getting to school harder.
- Make sure you get to school on time every day.

We are here to help!!

If you are concerned about your child’s school attendance, it is always best to talk to us first. Students with attendance of less than 95% are monitored closely by the **Pastoral Team**. Our **Parent Support and Wellbeing worker** is also available to work with families to offer intensive support guidance.



Contact the Attendance Team:



ATTENDANCE LEAD

Mrs A Markham

E: amarkham@hhs.nsat.org.uk

T: 01423 554087

ATTENDANCE OFFICER

Mr C Fenton

E: cfenton@hhs.nsat.org.uk

T: 01423 554087

FAMILY SUPPORT AND WELLBEING

George Dickinson

E: gdickinson@hhs.nsat.org.uk

T: 01423 554087

Contact your child’s Student Support Officer

Mrs C Spink - cspink@hhs.nsat.org.uk (Year 7)

Mr G Matthews - gmatthews@hhs.nsat.org.uk (Year 8)

Mrs K Gudgeon - kgudgeon@hhs.nsat.org.uk (Year 9)

Miss A Pattinson - apattinson@hhs.nsat.org.uk (Year 10)

Mrs T McWilliams - tmcwilliams@hhs.nsat.org.uk (Year 11)