



**Attendance Policy**  
***Parents Leaflet 2020***

## Absence Procedures

Hawthorns school requests that parents/carers contact the school on or before 9am on the first day of absence by calling

**0161 370 1312**

This is part of our safeguarding expectations and procedures.

If contact is not received we will make a telephone call to parents/carers.

We will also contact all emergency contacts.

If no contact is received our school staff will make a home visit to ensure you and your child are safe & to discuss reasons for absence.

Should absence without contact continue following the initial absence, Hawthorns School may contact the Police via 101 requesting a 'safe & well check' – this is to ensure that you and your children are safe and will only be initiated where appropriate.

It is a shared responsibility between parents and school to update regularly on absence of more than 2 days

Hawthorns School,  
Sunnyside Moss Campus,      Tel:0161 370 1312  
Lumb Lane,  
Audenshaw,  
M34 5SF



# Attendance Policy for Parents



**Hawthorns School believes that if children are to benefit from education – good attendance and punctuality are crucial.**

**Regular absence and poor punctuality can have a serious impact on a child's learning through repeated missed learning.**

**What will Hawthorns School do?**

- Celebrate good attendance.
- We will work with you to support improvements in attendance
- Send letters highlighting concerns – attendance & punctuality.
- Refer you & your child to outside agencies for help and support.
- Make home visits when we are concerned and when we have not received contact from you regarding absence.
- Create an action plan and set targets to support you to make improvements.

**How can parents support good attendance?**

- Talk to your child about their day and celebrate their achievements.
- Let your child know that you think attendance is important and it not right to miss school.
- Encourage a routine at home – bedtimes, homework, uniform.
- Avoid unnecessary absence- Make medical appointments outside school hours or after 1.30pm & do not take holidays in time-time. Children may feel ill in a morning but recover quickly by lunchtime- Bring your child in later in the day if they are well enough.



**It is your legal responsibility to ensure that your child attends school every day and on time.**

If your child has continued poor attendance at school or you remove your child for an unauthorised leave of absence and you do not engage with us you may be at risk of a penalty notice fine or a referral being submitted to the Local Authority for prosecution.

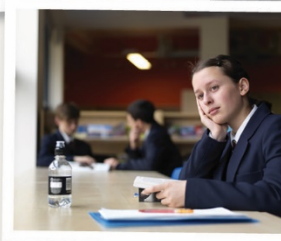
Penalty notices incur a fine of £120 per child, per parent, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay this fine may result in being summoned to appear in the Magistrates Court.

**Leave of absence in term-time will not be authorised, unless there are 'Exceptional circumstances'**  
**Please complete the request form available at Reception or on the website**

**We look at each leave request individually and respond in writing. Please complete requests at least 2 weeks in advance of dates requested.**

**If you are concerned about your child please contact**

**Mrs Jones  
on 0161 370  
1312.**



The school day is staggered from 8.55-9.15am and pupils are expected to be on site within 15 mins of their allocated start time. **If you arrive late, please report with your child to reception to sign in and provide a reason.**

**Our full Attendance Policy is available on our website.**