



HILLSBOROUGH
NURSERY & PRIMARY SCHOOL

Parent's Guide to Attendance

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Next Review:	-

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HILLSBOROUGH
NURSERY & PRIMARY SCHOOL



Attendance at Hillsborough Primary

A guide for parents and carers

How can you help us?

- Inform the School Office of your child's absence as early as possible (**before 9:30am**)
- Establish a good morning routine to ensure your child is on time every day
- Inform school if you are experiencing challenging circumstances that are impacting on attendance
- Where possible, provide medical evidence so absences and appointments can be authorised
- Where possible, book non-urgent appointments outside of school hours
- Provide medical information and medication to school to help us help your child attend school
- Trust that we will contact you if your child is unwell during the school day
- Inform the school office if you are moving away and planning to change your child's school
- If you are transferring schools, please obtain a transfer form from the school office
- If you are moving out of the area, provide school with your new address and travel

Attendance of all pupils is tracked on a weekly basis and colour-coded according to the **Attendance Diamond**.

Individual pupil targets are set using the Attendance Diamond, which is referred to in assembly and in correspondence with parents.

A Star Attendance

Actions taken to support pupil attendance are recorded on the **A Star** system. A Star generates letters to parents according to a staged process. You will receive correspondence from A Star via email or post.

The Role of the Local Authority

Attendance is regularly discussed with the Local Authority, who closely monitor pupil attendance.

You may be invited to a meeting with **Teresa Cooper** when attendance concerns arise.

A process of **assess, plan, do, review** is followed to improve attendance.

They may consider **Penalty Notice Fines** if attendance does not improve within a given time frame.

They also monitor pupils who have had **10 sessions of unauthorised absence in a 10-week period**.

Meet the Attendance Team

- **Emma Kay** – Attendance Champion
- **Jayne Wright / Danielle Osborne** – Office Staff
- **Jarrod Kenyon** – Education Welfare Officer
- **Teresa Cooper** – Attendance and Inclusion (Local Authority)

If your child or family are experiencing challenging circumstances impacting school attendance, please speak to the School Office or Inclusion Team.

We may be able to support you.

Why is attendance important?

Good school attendance is vital to ensure your child:

- makes progress in learning

- achieves their academic potential
- participates in enriching curriculum activities

Analysis of 2023 end-of-Y6 data showed that:

- Pupils with **95-100% attendance** in Y6 were **1.3 times more likely** to achieve the expected standard
 - Missing **10 days of Y6** reduced the likelihood of reaching the expected standard by **25%**
 - Pupils with **95-100% attendance** were **1.8 times more likely** to achieve the expected standard than pupils with **85-90% attendance** (missing 4-6 weeks of school)
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Our Rewards

- The **3 classes** with the highest attendance earn a reward at the end of the half term (children choose the reward)
 - Termly certificates for **95%+** and **100%** attendance
 - Regular attendance events organised by Mr Kenyon
 - Positive postcards
 - Individual incentives
 - Recognition of **incremental increases**, not just high attendance
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Term Time Leave

Please inform the school office of any planned term-time leave (via the term-time leave form).

- Term-time leave will **not** be authorised (coded **G**)
- Paperwork is submitted to the Local Authority, who **may issue a holiday fine**
- Fines are issued to **each parent for each child**
- A second fine within 3 years increases the amount
- A third offence is sent to **Magistrates Court**

If leave exceeds **20 school days**, your child may lose their school place.

Some term-time leave (e.g., funeral) may be coded **C (authorised absence)** at the discretion of the Headteacher and Attendance Champion.

If in doubt, speak to us.

Persistent Absence (PA)

Children are classed as persistently absent when their attendance falls **below 90%**.

PA pupils:

- are tracked weekly
- may be discussed with the Local Authority
- may enter the **Legal Process** if absence does not improve
- may be placed on an attendance contract with agreed actions and targets

A child at **90% attendance every year** misses the equivalent of **two whole terms** of learning across primary school.

Home Visits

Education Welfare Officers may visit:

- on a child's **1st day of absence** (depending on circumstances)
- on the **3rd consecutive day of absence** (*a safe and well visit*)

This occurs regardless of the reason for absence.

Punctuality

All children should attend school on time.

- Arrival after **8:50am** → **L (late)** mark
 - Arrival after **9:20am** → **U (unauthorised absence)** mark
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Attendance Codes

- **I** – Illness
- **O** – Unauthorised absence (including illness)
- **G** – Family holiday
- **C** – Authorised circumstances
- **R** – Religious celebration