

An *Active Learning* Trust Academy

Hillside Primary School and Nursery

Belstead Avenue Ipswich Suffolk IP2 8NU

Telephone: (01473) 601402 Email: Office@hillsideprimary.co.uk

Website: www.hillsidecp.net

Headteacher: Mrs L Wass BAHons



Vision - 'Achieving Greatest Together'

22nd April 2024

Dear Parents and carers,

I am writing to tell you a little about the Education Act and the responsibilities we share as parents and school. By law children are required to attend school regularly, wherever possible this should be every day. The Government's target is for all pupils to attend at least 95% of the time.

As you know, a good education gives your child the best possible start in life. Their time in the school prepares them for transfer to secondary school and gives them a secure foundation to build on.

Days away from school contribute to lost learning, and regular days off make it very difficult to catch up. Children who are persistently late for school also miss out on education; it can be embarrassing and difficult for them to join a lesson that has already started.

School Policy

As a parent or carer, you must let the school know if your child is absent and provide an adequate explanation. The school policy states 'parents are expected to phone the school by 9.15am' to notify us of the absence. If you fail to notify the school we will call you, and any other person whose number you have given in relation to your child. Apart from checking on attendance we genuinely worry when children are absent and we don't know why; it is part of our safeguarding duty to ensure they are safe. Sadly, there are instances where children have come to serious harm during a prolonged absence from school and the authorities have not been informed of the schools concern.

Lateness is also reviewed regularly and will be challenged in the same way.

How Attendance is recorded

- Absence which hasn't been reported will not be authorised until a reasonable explanation is given
- If children are persistently absent from school due to illness we will ask for evidence of medical appointments and/or prescribed medication(s)
- An ongoing absence without notification can trigger a welfare visit from the school

- If a child has a persistent absence without notification, or fails to return following an absence the school will complete a 'Child missing Education' referral to the local authority
- In the most cases holiday requested in term time will not be authorised and may incur a fine if it meets the criteria; this is at the schools discretion
- Lateness after the close of registration at 9.15am is also recorded as an unauthorised absence and will affect your child's overall percentage

Persistent absence and lateness will trigger a letter notifying you of our concern; failure to improve will require you to attend a meeting with the school.

We understand that sometimes children and their families face challenges which affect coming to school. If you require support or would like to discuss any attendance related concerns, please contact a member of the office team.

Yours Sincerely,

Mrs Wass and Mr Laws