



HEADLEY PARK

PRIMARY SCHOOL

Why Attendance Matters

What you need to know

September 2024 update

Attendance Matters

At Headley Park Primary School we are committed to providing all of our pupils with a full-time education which maximises opportunities for every pupil to realise their full potential. We do our best to provide a welcoming, caring environment, whereby each member of the school community feels secure and at home. It is important for us all to improve attendance at our school, which then improves the overall school experience for all of our pupils. Our target for this academic year is to achieve **96%** attendance.

Why attend every day?

Good attendance gives your child the best opportunity of success and helps develop skills for life. Your child should attend school every day unless there is an unavoidable cause.

Evidence shows there is a clear link between a pupil's attendance and their success.

Missing school damages pupil's learning, disrupts routines for themselves and their classmates, and can make them feel isolated from their peers. Pupils should never miss school for reasons such as holidays, birthdays, tiredness, mild illness or to care for a family member.

The impact of attendance can be seen in the table below:

Overall Percentage	No. of days missed per <u>year</u>	No. of days missed over <u>career</u>
100%	0 days	0 days
96%	7.5 days (14.5 sessions)	52 days
94%	11.5 days (23 sessions)	78 days
92%	15 days (3 weeks)	104 days
90%	19 days (28 sessions)	131 days
80%	37.5 days (a whole term)	261 days

The HPPS attendance team meets every Monday and evaluates pupil attendance. They look at any attendance that has decreased since the following week and review the reasons. This may then trigger an action from our stepped responses:

1. A supportive phone call or playground check in from the class teacher
2. A supportive email from the attendance team
3. A call from the attendance lead (to inform that attendance is now being monitored)
4. An email from the attendance leader (to invite parents in for a meeting to set an action plan to help improve attendance)
5. A meeting with the headteacher (to discuss reasons why the aims set in the action plan are not being met)

The Education Welfare Service monitors our attendance. They may become involved when any child has poor attendance.

Punctuality

The gates are open at **8:30am** so that children can arrive and greet their teacher and friends and prepare themselves ready for a day of learning. The school day begins at **8.40am**. If your son/daughter arrives after **8:45am** then they are late. They will need to register with the office staff and go straight to their lesson or assembly. This means they would have missed out on this valuable social start of the day.

What if my child is ill?

If your child is feeling under the weather they can still come to school. Children often miss valuable learning opportunities due to mild illnesses. If your child is absent from school for a long period of time due to illness, we may ask for medical evidence to be provided. If you are unsure if you should send your child to school, please phone and ask, we are always happy to help.

You can also check NHS guidelines [here](#).

If it is unavoidable for your child to attend a dentist, doctors or hospital appointment please make sure your child comes to school before and after the appointment. If they are here for the morning and afternoon registration then they will still get their attendance mark. Please produce the appointment card/letter as proof of absence. If the school authorises your child's absence in advance, or otherwise accepts your explanation for an absence, the absence is an authorised absence. All other absences are unauthorised.

What if I want to take my child on holiday?

Holidays during term time are not allowed.

A request must be made in writing via our online form, explaining the intended absence, circumstances for the absence and the length of the absence. This form can be found on the attendance page on our website.

Occasionally, days may be authorised for an exceptional circumstance.

Exceptional circumstances include:

- Bereavement
- Spending time with a terminally ill parent / sibling
- To attend a close family funeral
- Close family wedding (in the UK)
- Religious observance

Please see the school attendance policy for further details. This can be found on the school's website on the policies page or ask at the school office for a copy.

Penalty Notices

Parents/carers commit an offence if a child doesn't attend school regularly and the absence has not been authorised by the school. In these cases the school may issue a Penalty Notice to be paid within 28 days. If payment is not made within this time, you may face the possibility of prosecution.

Headley Park Primary School follows statutory guidance from the local authority. More information about this guidance can be found on BCC website.

When will they be used?

Penalty Notices are used where a pupil has 10 or more unauthorised absences within the previous 10 week period, for example:

- Unauthorised holiday (G), a parent has taken their child on holiday term time without authorisation from the school.
- A pupil regularly arrives late for school after the register has closed (U)
- Odd days off which have not been authorised by the school (O)

If a child arrives after **9:15am** and misses registration then the whole morning session is recorded as a '**U**' (unauthorised absence).

How much is a penalty notice?

The penalty is payable per parent, per child. The cost is £80 if paid within 21 days, rising to £160 if paid between 22 and 28 days. If a second penalty notice is issued within a rolling 3-year period the penalty is £160 per parent, per child if paid within 28 days. There will be no option to pay a lower amount.

What happens if I don't pay?

If payment is not received within 28 days of the notice being issued, the local authority is required to begin proceedings in the Magistrates Court for the original offence of an unauthorised absence by your child.

This could result in a fine of up to £2,500 and/or Parenting Orders, Community Sentences or other sanction.

School Contact Details Headteacher: Mrs Jessica Swain Tel: 0117 903 1511 office@headleypark.bristol.sch.uk www.headleypark.bristol.sch.uk/	Education Welfare Services Penalty Notice Coordinator Tel: 0117 352 1439 General Office: 0117 352 1438 educationpenaltynotices@bristol.gov.uk
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Please do

- ★ Ensure your child is in school every day
- ★ Contact the school office **via phone** if your child is unwell
- ★ Contact the school if you have any attendance questions