

## If your child is absent from school:



DO:

✓ **Contact us:**

Phone on the first day of absence leaving your child's name, class and reason for absence. This needs to be done every day your child is absent from school. Messages may be left on the school's answer phone, sent via email or delivered in person.

✓ **Provide a reason.**

Reasons such as 'ill', 'unwell' or 'sick' are not sufficient. We will contact you if this is the reason provided and ask for more information. Without a reason, the absence may be unauthorised.

### If we don't hear from you:

If we have not heard from parents/carers by 9.00am with a reason for absence, we will ring both parents until we hear back from someone. If no contact is made we may then try all the contacts we have on file until we have been able to establish contact.

**ASK YOURSELF: Do they really need to miss this day?**

## Punctuality is Important!

Children hate being late for school. They miss out on time with their friends and vital learning which starts as soon as they walk through the door.

The school gates open at 08.30 am and children are considered late if they arrive after 08.50 am.

We have many support systems in place to enable every child to be in school on time.

### Missed Minutes:

LOST MINUTES =  
LOST LEARNING!



### Who is here to help?

#### School Based Support:

Mrs Martin and Miss Larkin  
01536 512204

[fmartin@hawthorn.pfschools.org.uk](mailto:fmartin@hawthorn.pfschools.org.uk)  
[slarkin@hawthorn.pfschools.org.uk](mailto:slarkin@hawthorn.pfschools.org.uk)

**If you have any concerns about your child's attendance, please come and talk to us.**



## An Attendance Guide for Parents, Carers and Children.

## Hawthorn Community Primary School

*'Cultivating the futures of  
our children'*



### Parental Responsibility

As the parent of a child of school age, is it a legal requirement for you to secure a regular education for your child. Regular attendance is classed as 96% or above.

### Why is good attendance important?

Through regular attendance children will:

- ✓ Understand their lessons. Lessons do not stand alone, they fit as part of a sequence.
- ✓ Achieve more highly.
- ✓ Have secure friendships.
- ✓ Feel more confident with their learning.
- ✓ Feel more part of the school.

### How good is your child's attendance?



**Below 90% Red**  
(Classed as a persistent absence)

**90-96% Amber**

**96-100% Green**

Every child's attendance is expected to be above at least 96%

### Hawthorn Community Primary School Policy

Schools **cannot** authorise any leave of absence during term time unless there are 'exceptional circumstances'.

Holidays are **not** considered exceptional circumstances so we are **not** able to authorise these.

### Support

Pupils whose attendance falls below 96% will be offered support in the form of attendance meetings and parent contracts by the school to discuss the reasons relating to a pupil's absences.

### Penalties

Pupils with a continued number of unauthorised absences may then be referred to the Local Authority who may decide to issue a fixed penalty notice of at least £80 per child, per parent, increasing to £160 if paid between 22 & 28 days. **These penalties are issued by the Local Authority, not the school.** Please note that a penalty notice is classed as an **offence**. The Local Authority may decide that further incidents will be immediately escalated to a **prosecution**.

**An absence will only be deemed authorised once you have received confirmation from the school.**

### Persistent Absence

The Government's threshold for persistent absence is 90%. This means that children will be considered 'persistently absent' if their attendance falls below 90%.

**For example in a typical seven week term, four days of absence would mean attendance would be below 90% for the term.**

### What can happen with poor attendance?

- Fall behind with work.
- Lack of fundamental skills.
- Not achieve their full potential.
- Increased chance of friendship issues.
- Low self esteem.

### Medical Appointments

Whenever possible, medical and dental appointments should be made outside of school hours or in the school holidays. If unavoidable, please provide the office with a copy of the appointment letter or text.

**REMEMBER: Absent from school means absent from learning.**