

Why does attendance matter?

If your child has 90% attendance, they have missed over 18 days of school over a year. That's nearly four weeks of learning and places your child's progress at risk.



IF YOUR CHILD IS AWAY FOR JUST ONE WEEK THEY WILL MISS:

7 hours of Maths

10 hours of English

Not to mention Science, Computing, PE, History, Geography, Technology, RE, Music and Art.

What is authorised and unauthorised absence?

Only the Head of School can authorise an absence. An explanation given by a parent/carer is not always sufficient for the school to authorise an absence. According to guidelines to schools from the DCSF an absence may only be authorised if the absence is due to:

- Genuine pupil illness and medical appointments. The school may require a medical letter if absences are high.
- The pupil being unable to attend due to exceptional circumstances.
- Religious observance where applicable and requested in advance.

Absences which the school is not able to authorise include:

- Looking after a relative, pet etc, a shopping trip, days out, birthdays
- Lateness after the register has closed, i.e. after 9:20 am.
- Remaining at home to wait for deliveries, repair men etc.
- Meeting relatives from/taking relatives to the airport

Hearts Academy Trust



Attend Today, Achieve Tomorrow

Hearts Academy Trust Schools

Briscoe Primary School

Hilltop Infant School

Hilltop Junior School

Stambridge Primary school

Waterman Primary School

Wickford Church of England School





What should I do if my child is absent?

By law, schools must record absences and the reason given. You are therefore requested to contact the school immediately about your child's absence. On their return to school you must then send a note explaining the absence. The school office should be informed in writing of absences known in advance such as dental appointments, along with the appointment card/ letter.

Tips on how to make school easier:

- 1) Help them get their school bag ready the night before,
- 2) Make sure that their uniform is ready, especially after the holidays and weekends.
- 3) Make sure they have a reasonable bedtime.
- 4) Set the alarm clock giving yourself enough time in the morning.
- 5) Ensure they have a healthy breakfast.
- 6) Check list: Make sure they have everything, books, PE Kit, dinner money, etc.
- 7) Talk to your child about what they get up to at school, let them explain the challenges they face and if they are happy at school.

If your child is absent we will:

Telephone, text or visit you on the first day of absence if we have not heard from you

Make a home visit to ascertain the safety of your child if we have concerns for their welfare

Contact the police on the first day's absence if we do not know of your child's whereabouts

If your child has an attendance below 95% we will:

Write a formal letter to you.

Invite you into school to discuss the situation with our pastoral/attendance worker or Head of School if absences persist

Refer the matter to the Local Authority to request a formal School Attendance Meeting if attendance deteriorates following the above actions

**ATTENDANCE
MATTERS**
every school day counts.

The school has a legal duty to publish its absence figures to parents and to promote attendance.

Equally, parents have a duty to make sure that their children attend school, on time, every day

If you have a concern or there is an issue around attendance contact the school. There is advice and support for children and their families.

All school staff, Local Advisory Boards and Trustees are committed to working with parents and pupils as the best way to ensure excellent attendance and progress.

