

Who can I talk to if I am concerned about my child's attendance or punctuality?

We encourage all parents/carers to talk to us if you are worried about your child's attendance. You can speak to Miss Gledhill or Mrs Fudge in the school office, Mrs Bartlett, Mrs Unitt or your child's class teacher, who will all be happy to help you.

What is a Penalty Notice?

A penalty notice is a fine issued by the Local Authority for failing to secure regular attendance to school or for removing your child for a holiday during term time. The fine is £120 per parent, per child, reducing to £60 if paid within 21 days.

What will happen if I am prosecuted for non-attendance?

The Local Authority will issue either a penalty notice fine or commence proceedings in the magistrates court which could result in a fine of up to £1000 per parent.

Education is key to your child's future successes, it is important to resolve any issues as quickly as possible.

Attendance Matters!

The table below shows the impact Attendance has on your child's academic year.

Remember...Attendance Matters!

ATTENDANCE DURING ONE SCHOOL YEAR	EQUALS APPROXIMATE DAYS ABSENCE	WHICH IS APPROXIMATELY WEEKS ABSENCE	WHICH IS APPROXIMATELY LESSONS MISSED
95%	9 days	2 weeks	40 lessons
90%	19 days	4 weeks	80 lessons
85%	29 days	6 weeks	120 lessons
80%	38 days	8 weeks	160 lessons
75%	48 days	10 weeks	200 lessons
70%	57 days	11 ½ weeks	230 lessons
65%	67 days	13 ½ weeks	270 lessons

100%



99%



98%



97%



Useful Tips

Be prepared:

Getting everything ready for school the night before, will really help your child with their punctuality, routine and consistency.

Bedtime Routine:

Be consistent with your bedtime routine, reduce screen time and read a book together before going to bed. Having a good night's sleep will start the day off well.

Getting up for School:

Giving your child a healthy breakfast and getting up out of bed in plenty of time, will really help your child with their punctuality, routine and consistency.

Communicate with us:

We are here to help! If you are having any issues or need any support, talk to us. We can work together. Notify the school office by 8.30am if your child is going to be absent that day.

School Office

office@hartlebury.worcs.sch.uk

01299 250312

Sophie Bartlett

sqp12@hartlebury.worcs.sch.uk

Head of School

Caroline Unitt

head@hartlebury.worcs.sch.uk

Hartlebury Church of England (Voluntary Controlled) Primary School



School Attendance Information Booklet for Parents/Carers



Help your child to become an Attendance Hero...

Every Day Counts



Support your child to achieve their best

Why is attending school every day important?

Good attendance gives your child the opportunity to achieve their full potential as well as developing important life skills. Regularly attending school means attending at least 96% of the time or missing no more than one day per half term.

What to do if your child needs to be absent from school:

If your child is genuinely too unwell for school, please contact the school office before 8.30am daily to notify us of the reason for absence and their expected date of return. If there is another reason for their absence, please discuss with us and we will advise of the appropriate registration mark.

What is an unauthorised absence?

An unauthorised absence is an absence the school does not deem as essential or reasonable. For example; family trips, birthdays, caring for siblings or oversleeping. These absences will be recorded in line with the schools Attendance Policy.

What to do if your child has a medical appointment during the school day

Please advise the school office by phone or email and advise them of the appointment time including what time your child will arrive/be collected to/from school.

We would encourage all parents/carers to make appointment outside of school hours where possible.

What to do if your child has a medical condition that can prevent regular attendance:

We want to support all pupils to enable them to access a full education. We will work closely with you and other professionals to ensure your child receives the correct support whilst in school. An individual health care plan may be put in place if necessary.

Can I take my child out of school for a family holiday?

Holidays during term time are NOT authorised. Parents who remove their child for a holiday could face a penalty notice fine of £120 per parent per child. A Leave of Absence Request Form is available from the school office. This must be completed and returned before your child can be absent due to a family holiday.

Be an Attendance Hero!

Can you achieve 100% attendance every half term?

Certificates are rewarded in praise assembly.

Here
Everyday
Ready
On Time

What is the impact of my child being late for school?

All pupils are expected to arrive at school on time. Doors open at 8:35am. All pupils are expected to enter through their classroom doors. Morning registration is at 8.45am.

Pupils arriving after this time must enter through the school office, where they will be recorded as 'Late' on the register.

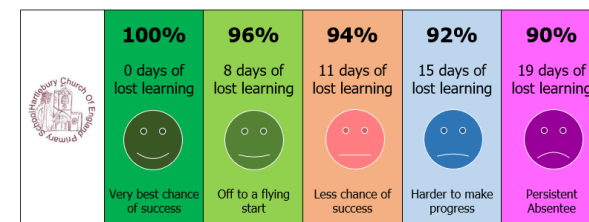
Punctuality Matters!

The table below shows the impact lateness has on your child's school day.
Remember...Punctuality Matters!

Number of minutes Late per Day		Approximate Number of Teaching Days lost each year
5 minutes	=	3 days
10 minutes		6 days
15 minutes		9 days
20 minutes		12 days
30 minutes		18 days

Attendance Really Matters

Hartlebury Church of England (VC) Primary School



Attend today...Achieve tomorrow!

What will happen if my child's attendance becomes a cause for concern?

Mrs Bartlett or Mrs Unitt will write to you initially. If there is no improvement in your child's attendance, you will be invited to attend a meeting to work together to help your child's attendance improve. Any further unauthorised absences, could result in legal action being taken by the local authority. This could include a penalty notice fine.

What to do if your child refuses to attend school?

We are here to help! Talk to your child to establish if there are any reasons for non-attendance. Very often they could be experiencing friendship issues, have a lesson that they don't enjoy or may be feeling anxious about something. Talking to them at their eye level and trying to understand their reasons will ensure we can act on this in the most appropriate way.



Our school attendance target is 96%. Help your child to achieve this!