



Hartlebury CE Primary School

The Village, Hartlebury, Kidderminster, Worcestershire, DY11 7TD

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Pupil Attendance Everyone's Responsibility


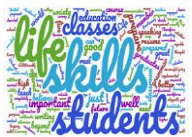




Unique

Journey

Potential

At Hartlebury Church of England (VC) Primary School, we adopt a **Whole School** approach to attendance working collaboratively with parents/carers and pupils. Good attendance and punctuality are vital for success and help to establish positive life habits that are necessary for our pupil's future achievements. By regularly attending school, pupils can:

 Build Friendships	 Develop life skills	 Engage with essential learning	 Achieve full potential
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As a school we adhere to the SAET trust attendance policy. All absences must be reported to the school office by 8.30am. If there is no reason provided for absence, the school office will contact every parent/carer by text and phone.

Expectations:	We have high expectations for all pupils, they are expected to attend regularly, on time and in full uniform ready to learn. Our academy attendance expectation is 96% or above.
Monitoring:	Attendance and punctuality to school is monitored daily and regularly reviewed by academy staff.
Communication:	Regular communication with parents/carers. As soon as attendance becomes a cause for concern the academy will make contact and arrange support where needed.
Support:	The academy will identify what level of support is needed, this could include internal support such as mentoring or school counsellor sessions or external support from an outside agency such as early help team.
Formalised Support:	If parents/carers or pupils fail to engage with support offered, this will be formalised through a parent attendance agreement.
Legal Action:	When the support put in place has not been engaged with, the academy will seek to proceed with legal action. This could include a penalty notice fine of £120 per parent or court action.

Classroom doors open at **8.35am** and pupils should be on site ready for registration at 8.45am at the latest.

Any pupil arriving after this time must come through the main school office and will be signed in as 'Late' on the register.

It is vital that pupils arrive on time to school as arriving late causes disruption to both theirs and others learning.

Reminder: Contact school by 8.30am to report absences

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