

Quick-Read Attendance Policy

For more detail, please read our full policy on the school website:

<http://hipswell.n-yorks.sch.uk/>



What time does school start?



How do I inform school about unexpected absences e.g. illness or medical appointments?

Ring school on 01748 832513

OR

Email school admin@hipswell.n-yorks.sch.uk

Let us know by 8:50am at the latest.

Keep us updated daily, unless we know when they will be back.

What time does school finish?



How do I let school know about planned absences?

Who can I talk to if I am worried about my child's attendance?

Ask the school office for a **Leave of Absence Form** (with as much notice as possible).

We are all happy to help. Please talk to the office staff, Miss Ewbank or your child's teacher.

Which senior leader in school has responsibility for attendance?



Did you know?

Attendance **below 90%** is judged as 'persistent' absence

Attendance **below 50%** is judged as 'severe' absence

Our school target is 97% attendance

What is school doing to encourage good attendance?

- Making school a happy and welcoming place to be.
- Individual and class rewards.
- Sharing class attendance totals (Friday Collective Worship, Seesaw, displays).
- Informing parents about their child's attendance.
- Identifying and working closely with families in need of support.
- Looking carefully at attendance data and trends for patterns and areas to improve.

- 1) Office staff will call by 9:15am. All other contacts will be called if there is no response.
- 2) If they cannot reach you, the designated safeguarding lead will send an email.
- 3) If there is no response, a member of staff will visit your home for a welfare check.
- 4) If there is no response, a note will be posted notifying you that we have visited and requesting an urgent response.
- 5) We may need to contact external professionals, including the police, if we are concerned about the welfare of the child and family.

This is a very time-consuming and unnecessary process. Please call as early as possible (and before 8:50am) so that we know you and your family are safe.

What will happen if my child does not arrive at school and school does not know where they are?

When will fixed penalties be issued?

For unauthorised absences of 10 sessions (5 school days) or more, a penalty notice of £80 per child, per parent, will be issued which increases to £160 if paid after day 21.