

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 9:00am) 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 does the Local Authority get involved in my child's attendance?

When a pupil has 10 or more sessions of unauthorised absence (5 school days), the attendance Fast Track process begins. The process involves an initial formal warning letter. If no improvement is made, a panel meeting is held. A legal meeting (PACE) is held next and a penalty notice and/or prosecution may be served if attendance continues to decline.

When will fixed penalties be issued?

- For holidays taken in term time, a penalty notice of £60 per child will be issued (going up to £120 if not paid promptly).
- For persistent and severe absence, where support has been refused or has not been successful over a sustained period of time, the penalty notice is considerably more than a holiday penalty.