



Hoyland Springwood Primary School

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Executive Headteacher: Mrs Jennifer Hunt
Head of School: Mrs Rachel Parker

Thursday 30th September 2021

Dear Parents /Carers,

Attendance Expectations at Hoyland Springwood Primary

Hoyland Springwood takes pride in our relationship with parents and carers. We want your child to thrive, succeed and shine. The best way to achieve this is for your child to achieve and exceed our attendance target of 97%. We have put an Attendance Policy and procedures in place to keep you fully informed of your child's attendance, help and support you in making changes to improve attendance if necessary. Making sure that your child attends school on every available day is one of the best things that you can do for their learning. Promoting a positive attitude to school and making the experience something for them to look forward will help you to create an easy to follow morning routine, as much as early nights and regular waking up times. Based on the current guidance, all children are expected to attend school unless they have tested positive for COVID-19 (which would result in 10 days isolation) or are too ill to come to school. The government has changed the code for COVID-19 to 'I', which is the same as the one for all other illness. **This change will affect your child's attendance.** If a child's attendance drops below 90%, this is classified as 'Persistent Absenteeism'.



We advocate for high attendance at Hoyland Springwood and feel that every child should be encouraged to achieve 100% attendance. High attendance will directly result in greater achievement. It will allow you child to be the best that they can be and give them the greatest opportunity to reach their full potential.

★★★★Attendance 100% - Perfection. The highest pupils can achieve – we actively encourage all our pupils to aspire to this target. This will allow children to reach their full potential and make lots of progress. They will not miss any learning. They will have every opportunity to develop friendships and know children, not just in their class, but in the wider school community. Children will experience the full range of variety and diversity that school has to offer. They will play an active role in school life.

★★★★At or Above 97% - Above school target This takes in to consideration that children may have a couple of days where they are too ill to attend school. However, we would always encourage you to make contact with school and bring them if they are well enough.

★★★95% Satisfactory – Slight concern This means a pupil has missed almost 10 school days in a year. It will be difficult for your child to 'catch-up' and they may have missed out on key learning. At this point, school would be involved to encourage positive strategies and increase attendance. In five years this is almost a full term of absence.

★★90-95% Unsatisfactory – Concerned Your child will have missed 20 days of vital schooling. This will affect their attainment, progress and engagement. At this point it may be difficult for them to understand key ideas as they will have missed a huge chunk of learning. The Education Welfare Service may become involved and any future absence would be closely monitored. Parents may be contacted and may be invited to an internal school panel meeting in school.

★At or below 90% attendance – Very concerned This means a pupil has missed almost 20 days in a school year – your child may find it hard to keep up with and understand learning. They will have lost touch with children in their class and may start to become withdrawn and disengaged from school. Your child is now in the Government category of 'Persistent Absence' and the school will need to take measures to improve attendance. Parents will be contacted and expected to attend a meeting in school with the Attendance Officer, Parent Support Advisor, Education Welfare Officer or the Headteacher. At this stage parents can expect to face further action such as a Fixed Penalty Notice.

85% Poor – This means a pupil has missed almost 30 days in a school year. In five years this is $\frac{3}{4}$ of a school year. At this stage parents face the possibility of court action.

80% Very Poor – This means a pupil has missed almost 40 days in a school year. In five years this is a whole school year off school.

The leaders and staff at Hoyland Springwood Primary School fully understand that there can be exceptional circumstances that can impact on attendance. We offer an open-door policy and would encourage you to always come in and speak to us about any issue, before it becomes a problem.

Mrs Sarah Johnson is our Parent Support Advisor and she will work with families to overcome any barriers to regular attendance.

Mrs Andrea Drayton is our Attendance Officer and she too will work closely with families to offer the necessary support and advice.

Parents are strongly discouraged from taking family holidays in term-time and holidays will only be authorised in exceptional circumstances.

Wherever possible, please also make any medical appointments outside of school hours.



Our up to date procedures for managing and supporting attendance this year are to be as follows:

Child's overall attendance	Action from school	Action from parent
Drops below 97%	<p>School will send out a text:</p> <p>"Your child's attendance has dropped below 97%. If you need any support with this please do not hesitate to contact school."</p>	<p>Please contact school to inform of any problems or issues. We will support you however we can to improve attendance.</p>
Drops below 95%	<p>School will send out a text:</p> <p>"Your child's attendance has dropped below 95%. Please contact Mrs Drayton to arrange a panel meeting."</p> <p>At this point we will discuss if a School Around the Child (SAC) Meeting will need to take place. This is where any agencies who can offer support will be invited to attend the meeting. These are held regularly throughout the time there is an attendance concern.</p>	<p>Please contact Mrs Drayton to discuss your child's attendance. We will support you however we can to improve attendance.</p>
Drops below 92%	<p>School will send out a text:</p> <p>"Your child's attendance has dropped below 92%. Please contact Mrs Drayton to arrange a panel meeting."</p> <p>At this point your child will begin to be monitored also by the Education Welfare Officer (EWO) and Mrs Johnson will become involved as the attendance is close to being below 90% which is classed as persistent absenteeism.</p>	<p>Contact Mrs Drayton to discuss your child's attendance. We will support you to improve attendance via a Formal Panel Meeting.</p>
Drops below 90%	<p>School will send out a text:</p> <p>"Your child's attendance has dropped below 90%. Please contact Mrs Drayton to arrange a panel meeting."</p> <p>At this point your child is now classed as persistent absenteeism and regular meetings will take place with school and the EWO to support in improving attendance. Other options of intervention and support could be an Early Help Assessment where professionals can become involved like school nurse, health professionals and SENDCO.</p>	<p>You will receive a letter which you must respond to. You must contact Mrs Drayton to discuss your child's attendance and we will continue to support you to improve attendance via a Formal Panel Meeting with attendance from relevant professionals.</p>



We also celebrate in the successes of our children, to encourage them to attend as often as they can. Here are some of the ways that we do this:

Newsletter: The weekly attendance data is shared with parents on the School newsletter. The attendance of each class is shown.

100% attendance Certificates Children with 100% attendance are awarded a certificate and a prize in the celebration assembly at the end of every half-term and term.

Recognition We also recognise excellent attendance for all children over 97% and those who have improved attendance in the celebration assembly.

Your support

Attendance is a whole school team effort and Hoyland Springwood needs your support in ensuring that your child is attending school every day and reaching their potential. This will allow them to access the same chances, opportunities and life-choices as all of the other pupils we have in school. We are all really looking forward to reaching our attendance target this year and working together to achieve this.

We fully accept that at times, children do become too ill to attend school and we are sympathetic to this. We do ask that you maintain open communication with school so we are aware of any reasons for absence, contact school every day to provide an update and work with us to ensure your child returns to school as soon as they are able. The above procedures exist as a means to support you and your child.

Please contact the School Office on 01226 743815 to report absence between 8am and 9am on every day your child will not attend.

Future

Our new school councillors will be having their first meeting soon and attendance is one of the first items on their agenda. If the children decide to make any changes to the reward system on attendance they will write to inform you of these once decisions have been made.

Once again thank you for your continuing support to ensure that all pupils receive the best education every day by being in school every day to fulfil their potential.

Yours sincerely



Mrs R.Parker
Head of School



Mrs J.Hunt
Executive Headteacher

