



Is your child an Attendance Superstar?

Parents guide to Attendance at
Heatherley
Primary School



Why Attendance Matters

Here at Heatherley Primary School, we believe that regular attendance is of the highest importance in making sure all our children get the best learning outcomes.

Statistics show that there is a direct link between poor attendance and under achievement. Children who come to school regularly and on time make better progress both academically and socially.

97% and above	Less than 6 days absence a year—excellent attendance! 😊😊 Children with this level of attendance should achieve the best outcomes they can, leading to the best possible start in their secondary education. 97% is the attendance target for Heatherley Primary School.
94% to 96%	2 to 3 weeks absence a year—cause for concern 😐 This means during your child's primary school life over half a year is lost due to absence. Pupils with this attendance are below National Average and are less likely to be prepared for secondary education.
Below 93%	Approximately 1 months absence a year—too low! 😞 Children are likely to fall behind in Maths and English making it difficult for them to achieve their best. Continuous attendance at this level means that a child will miss a whole year of school across their school career.
90% or less	6 weeks absence a year—serious cause for concern 😞😞 Children are missing a whole term of learning! It will be almost impossible for them to keep up with their group and achieve their best. Children who fall below 90% will be placed on a 6 week monitoring programme and if improvement does not occur, the school will refer to the Early Help Team who may choose to seek legal action. Parents will also be at risk of receiving a Fixed Penalty Notice.



The importance of Good Punctuality at School

As well as promoting good attendance at Heatherley, we also work hard to encourage good punctuality in school.

Morning registration is at 8.50 am and children need to be at school by this time. After 9.00 am, children must enter school through the main reception to be signed in.

Arrival after 9.00 am will be marked as late in the register and any child arriving after 9.15 am will be marked as an unauthorised absence in line with DFE (Department for Education) guidance. (Regular unauthorised absence may result in a Fixed Penalty Notice.)

It is important for children to be on time each day as the first few minutes of the learning day are used for things like class briefings, reading and changing reading books and interventions and they can set the children up for the rest of the day. If children miss this start, their learning for the whole day can be affected. Late arrivals are also disruptive to the whole class and often embarrassing for the child themselves.

If a child arrives 15 minutes late to school each day, they lose an hour and a quarter of learning each week. This means, if they were late 15 minutes every day in a school year, they would miss over 48 hours of learning—or approximately 7 school days!



Attendance Procedures at Heatherley



If you know your child is going to be absent from school, you are asked to contact the school office by leaving a message on our dedicated telephone message line before 9.00 am or emailing the office: office@heatherley.notts.sch.uk. Please give a brief reason for absence (poorly or unwell is not sufficient), along with an estimated day of return to school.

If no call is received, school will make contact with you to find out why your child is absent.



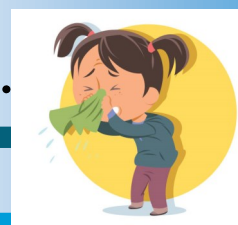
Please contact the school office with an update on day 3 if your child is still poorly. Again, school will make contact with you if we do not hear from you first.

If your child is missing from school more than 3 days, staff may choose to perform a home visit to check on the welfare of your child and discuss their return to school. If no-one is at home and we suspect you are on holiday, we will arrange to issue a Fixed Penalty Notice if the absence is in excess of 4 days.

If your child's attendance falls below 90% school will write to you and advise you and offer support as appropriate. If there is a failure to improve, we will begin a ten week monitoring process which may involve meetings with school, parents and/or outside agencies. If there is still a failure to improve you may be issued with a Fixed Term Penalty Notice or be referred to The Early Help Unit or the Education Enforcement Team.

If you have concerns about your child's attendance, please contact the school. We will always try to support you and your family and work on a solution before issuing a fine or making a referral.

Please keep us up to date with any illness concerns—we may be able to help!



Holidays in Term Time

If you plan to take your child out of school during term time, you MUST inform school. Parents and carers should collect/download, complete and return an "Application for Leave of Absence".

From August 2024, The Department for Education released new statutory guidance for ALL schools in the country that states:

- ◇ If a child has a holiday in excess of four days in a ten week period, the parents will be subject to a penalty notice of £160.00 per child per parent (if paid within 28 days, this may be reduced to £80).
- ◇ If a child has a second holiday within three rolling years of the first holiday, parents will be subject to a penalty notice of £160 per child per parent (no reductions applicable).
- ◇ If a child has three holidays or more within three rolling years of the first holiday, parents will be subject to prosecution and a fine of up to £2500 each.
- ◇ From August 2024, all parents and carers will be subject to penalty notices, regardless of their occupation and holiday pattern.
- ◇ Children who have repeated poor attendance may also be subject to the same penalty notices.
- ◇ All funds raised by penalty notices goes to the Local Authority and not to school.

Heatherley's Policy

Governors of Heatherley Primary School have agreed to authorize 5 days holiday leave, to those who request it, during the last full week of the Summer Term (July). We hope by doing this it will support Heatherley families affected by the cost of living crisis, allowing you all to take a holiday without your child missing too much valuable education.

If you take additional holidays through the year, you will however be subject to the same penalty notice terms as listed above.



Medical Appointments



Wherever possible, please make medical appointments after school has finished so that your child does not miss important learning time. If this is unavoidable School policy requires ALL parents to bring in evidence such as an appointment card, letter or text to enable us to authorise the absence.

Please be aware that medical appointments will affect your child's attendance percentage.

Leaving Early

A number of children have started to leave early throughout the week to go to swimming lessons, gymnastics, for weekends away or because elder siblings at secondary school finish early. Our school day ends at 3.30 pm. Should you choose to take your child out of school this will now be marked as a half day unauthorised absence.



**Our whole school
attendance target is
97%**