

Appendix 2

Attendance Summary for Parents

Our Expectations of You	What We Will Do
- Ensure your child attends school every day. - School start time: 8.45am - School end time: 3.30pm - The class register will remain open until 8.55am and pupils arriving before this time will be given a present mark (/). - Any child arriving at school between 8.55am and 9.10am will be given a late mark (L). - If a child arrives at school after 9:10am, this will be recorded as an unauthorised absence. - Notify school as soon as possible if your child is going to be absent. Retrospective requests for absence cannot be authorised. - If a leave request is submitted during the school holidays, you must not assume it has been approved. - Your child must attend school unless and until you have received confirmation from the school that the leave has been authorised. - Only request time out of school if there are exceptional circumstances https://forms.office.com/e/9Ez3AiT44b - Book any medical appointments outside of the school day when possible. - If a child is going to be absent (eg: in the event of illness) contact the school office before 8.40am so that the reason for absence is known and can be recorded in the register correctly. If the absence continues, parents should contact the office each day, unless a longer period of absence has already been communicated and agreed.	- Have a clear school attendance policy. - Support all pupils to feel welcomed at school. - Contact home by 10am if a child is absent and we haven't had a reason. - Where we have concerns, and we haven't had any contact from home, we may make house calls. - Provide a point of contact for parents to discuss any attendance concerns: Head Teacher Lynda Noble Head@heymann.notts.sch.uk SENDCOs Cora Whitney and Sophie Goswami cora.whitney@heymann.notts.sch.uk; Sophie.goswami@heymann.notts.sch.uk Relationships and Behaviour Lead Taryn Lowe taryn.lowe@heymann.notts.sch.uk - Develop a whole school culture that promotes the benefits of good attendance e.g. attendance awards, letters.
Actions When Attendance is a Concern	
Where attendance falls between 90 and 95%	- Share attendance information on a termly basis. - We may write to you, letting you know about our attendance concerns and offering support.
Where attendance falls below 90%	- We will write to you, letting you know about our attendance concerns and offering support. - We will initially monitor attendance for a 6-week period. - If attendance doesn't improve - ve, we will write to you again to arrange a meeting to discuss our concerns and create an action plan. - We will explain possible legal interventions.
Where attendance is persistently below 90% and there has been no improvement following support offered	- Initiate 'Notice to improve' attendance plan or 'Improving Attendance Contract' to be in place for a set monitoring period. - If attendance does not improve, school will refer to the Local Authority for fixed penalty notice or court procedures.
Leave of Absence/Holidays in term time	
- School will only authorise leave of absence during term time where there are exceptional circumstances. - School will not authorise holidays during term time. - The following are examples of reasons not deemed to be exceptional: - My work does not allow me to take holidays during the school holiday periods - Days overlapping with the beginning or end of term	

- My child needs a holiday at quieter times due to their needs
- Our holiday has been gifted/arranged by others and we did not have a choice of dates
- My child has good or 100% attendance
- Availability of cheaper holidays and travel arrangements
- We booked the holiday before checking with the school
- Holiday dates of siblings/family at other schools are different
- Day trips/Birthday plans
- It's a special activity I want my child to attend
- It may be the case that we no longer authorise absences that have previously been authorised.
- To request a leave of absence during term-time, parents should follow this link or scan the QR code below:
<https://forms.office.com/e/9Ez3AiT44b>
- If a child has been reported as unwell and a holiday is suspected, school may carry out home visits to check and/or ask parents to prove travel dates.
- Parents will receive a warning of penalty notice for unauthorised leave.
- Where the national threshold is met (10 unauthorised sessions in any rolling 10 school weeks), the school will refer the matter to the Local Authority, and a penalty notice will normally be issued in line with the National Framework

Pupils arriving late to school

- Our lessons begin at 8.50am and children should be in school by this time. When children arrive after this, they miss out on important learning. It can also be unsettling – both for the child and their classmates.
- Any child arriving at school between 8.55am and 9.10am will be given a late mark (L).
- If a child arrives at school after 9:10am, this will be recorded as an unauthorised absence (U).
- School will look at child's overall attendance figures, when considering referring to the Local Authority for issuing of a fixed penalty notice.
- Parents will receive a warning of a penalty notice for unauthorised leave.
- Where the national threshold is met (10 unauthorised sessions in any rolling 10 school weeks), the school will refer the matter to the Local Authority, and a penalty notice will normally be issued in line with the National Framework

Medical Appointments

- To ensure medical absences are authorised, you must inform the school beforehand, ideally by obtaining a signed appointment card or letter from the clinic. While schools usually authorise medical absences, particularly hospital appointments, and generally do not require extensive medical evidence, they can ask for it if there are doubts about the legitimacy of the absence. The headteacher decides whether to authorise an absence, but their decision is based on the individual circumstances and must align with national guidance.

Steps to Authorise Medical Absence

- Inform the School: Contact the school as soon as possible to let them know your child will be absent.
- Provide Evidence (If necessary): Obtain a stamped and signed appointment card, or a letter from the clinic or hospital, as proof of the appointment.
- Keep the Absence Brief: Ensure your child only misses the minimum amount of school time necessary for the appointment.
- Know the Attendance Codes: Schools use national codes to record absences; a medical appointment would be recorded as "C" (exceptional circumstances) if not illness, or "I" (illness) if the child is too sick to attend.

Key Points for Parents

- Headteacher's Discretion: The headteacher is the only one who can authorise absence.
- Don't Miss Appointments: Schools are recommended to authorise absences related to medical conditions and should not penalise a child for unavoidable hospital appointments.
- Avoid Unnecessary Absence: Medical appointments should be scheduled outside of school hours whenever possible.
- Be Aware of Sanctions: Unauthorised absences can lead to parents facing fines or other legal penalties.

Performances, acting and sporting activities

If your child is involved in acting, modelling, performances, competitions or paid/professional sporting activities, please tell the school as early as possible if this will require time away from school.

Taking part in such an activity does not automatically mean that absence from school will be authorised. Where a child performance licence, exemption or other formal approval is required, the relevant procedures must be followed and the school may ask to see supporting documentation before agreeing any absence.

Parents should not assume that involvement with a theatre company, agency, sports club or similar organisation gives permission for a child to miss school. Requests will be considered individually, taking account of the relevant licensing arrangements, the evidence provided and the impact of the absence on the child's education.

Where a licence application requires information or permission from the school, parents should give the school as much notice as possible so that the appropriate checks can be completed.