



Headlands Primary School Attendance

Headlands Primary School places a high value on punctual and regular attendance of children and wish to foster this value throughout their school career and into adult life. Research shows that children who have good attendance have higher life chances as it supports and increases the child's learning and progress. Working in partnership ensures the child is most likely to achieve their full potential by ensuring their frequent and punctual attendance.

School undertakes a variety of procedures to support good attendance including; reminders in the school newsletter and advance notice of term dates to avoid holidays in term time. Overall attendance is reported to parents annually in the school report

We strive for high levels of attendance throughout the year and monitor each child's attendance. Although there may be legitimate reasons for absence; such as illness or medical reasons, any child falling below the DFE expectation of 90% attendance is classified as a 'persistent absence pupil'. In these circumstances parents are informed either directly or by letter (Appendix 1) outlining the current level of attendance and encouraged to work with the school to overcome any relevant issues.

If the school is concerned over the level of absence or if the child is persistently late for school, the parent will be invited to attend a meeting which may include the Education Welfare Officer. The purpose of this meeting is to identify and help resolve any issues that may be the cause of the child's poor attendance rate. Children whose attendance or punctuality continues to remain low, will be reported directly to the City of York Educational Welfare Department.

School expectations for attendance

Arrive on time

We expect you to ensure your child arrives at school within the ten minute 'drop off time'. The school does understand that occasionally circumstances beyond your control mean that you may arrive late. In these instances we believe it is important that your child arrives late, rather than not at all, so please still bring them to school via the school office.

Arrive ready

Please ensure your child has the necessary equipment for the day, such as a PE kit, swimming kit, reading books, and packed lunch.

Medical Appointments

If possible, please make any medical appointments for your child outside of the school day.

Holidays

Please arrange family holidays during half/full term breaks. In exceptional circumstances permission may be given by the Headteacher for a leave of absence. Please use the application form available on the school website.

Illness

If your child is ill and absent for the day, we would kindly request that you ring school and leave a message on the answer phone before 8.30am informing the office of the pupil's name and reason for absence eg sickness bug. The office staff will then record this absence on the school electronic register.

Planned absence

If your child has a planned absence such as a medical appointment, please inform the school office via email of the day of planned absence and the reason for this absence.

Unexplained absence

The class teacher will register their class at the beginning of their school day and send any absence letters to the office for collation. The office staff will then start following up any unexplained absences by 9.30am via a text message asking you to ring school to confirm that they are safe.

Head teacher: Mrs Ruth Ellis

Chair of Governors: Rev Ron Smith

Date: 24.01.2022

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Appendix 1: Persistent Absence Letter to Parents

Dear Parent/ Carer,

The Department for Education monitors school attendance and has set the persistent absence threshold at 10% for this school year. This means that any child who falls below 90% attendance will be classed as a 'persistent absence pupil'.

Although there may have been legitimate reasons for your child's absence such as illness/ medical reasons, from our attendance records to date, please be aware that your child currently falls into this category and you may be contacted by the City of York Educational Welfare Department.

Name:

Attendance to date:

As we move through the remainder of the academic year, it is hoped that their attendance will rise above the threshold of 90% by the end of the academic year. If there are any difficulties surrounding your child's attendance, please do not hesitate to contact me to discuss further.

Best wishes,

Headteacher