



Hurst Green Primary School

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Attendance Bulletin

Firstly, we would like to thank all parents who have supported their child/ren for making sure they attended regularly throughout difficult times and changes over the last two years.

The Department for Education published new guidance for attendance in May 2022 stressing the importance of school attendance and that “improving attendance is everyone’s business” (DFE 2022). School will continue to assess procedures, work with external support, statutory services, continue to monitor children’s attendance who fall below schools target of 96% and work with those who are at risk of becoming persistently absent or are persistently absent (90% and below).

Good attendance is learnt behaviour. It is proven that children with highest attendance achieve highest attainment and have wider life chances. School will be reviewing all policies and procedures however to improve overall and individual attendance we need parents’ support as well. For this to happen we request the following:

- Schools target is 96% attendance which equates to your child having no more than 10 days absence in an academic year.
- It is a legal responsibility where a parent “has registered a child in school that they attend school every day the school is open, except in a small number of allowable circumstances. Failing to attend school on a regular basis will be considered a safeguarding matter. If your child is absent, you are expected to contact school each morning. If school cannot get hold of a parent or emergency contact, a home visit may be undertaken.
- Please book medical appointments outside of school. If your child has ongoing medical needs, also speak to school so we can support your child.
- Only request leave of absence in exceptional circumstances and do so in advance. There have been several occasions where parents have taken holiday without notifying school or said their child is off due to illness. We politely request parents are honest with school as this causes a large amount of time wasted, undertaking calls, home visits and even referrals to children missing education.
- Any child who has 10% absence (90% and below) is classified as persistently absent. School and other support services or statutory services will become involved. This could be a home visit, invitation into a meeting, engaging with a parenting contract or Early Help if classified as severely absent.

- School will not continue to authorise absence if attendance is unsatisfactory and may ask for further medical evidence to support having time off. If this is not provided, school are not obliged to authorise the absence and may consult with the Local Authority regarding further statutory action.
- We understand that there may be other barriers to attendance. If you have any concerns or issues that are having an impact on your child/ren's attendance, please contact school immediately so we can support you. School would rather work through issues together than go down a statutory route.
- Children should arrive to school on time each day. We will continue to monitor lateness and will communicate with you in writing if your child has more than 3 lates in any half-term period. If your child continues to be late, the attendance officer will contact families to understand the reasons behind the continued lateness.
- May we take this opportunity to remind parents to update emergency contact details and also update medical information or requirements (which might affect attendance).

Thank you in advance for your support