David Ross Education Trust
Broadening Horizons

Attendance Policy Contextual Appendix Primary

Thomas Hinderwell Primary Academy

Senior Attendance Champion: Chloe Webster, Principal

Attendance Link Governor: Sophie Coates

The Timings of the School Day:

Time	Event
8:45am	School starts
9.00am	Registers close
1pm	Afternoon session starts
1.30pm	Registers close
3.15pm	End of school day

Any pupil arriving after school starts but before close of registers (8:45am-9.15am and 1pm-1.30pm) will be marked as 'late' on the register.

Any pupil arriving after the close of register (9.15am and 1.30pm) will be marked as absent.

Breakfast club is available from 7:30am every day.

Wraparound care is available after school from 3:15 until 6pm

Clubs are available every day before (from 8am) and after school (until 4.15pm).

How to report your child as being absent from school and what will happen next:

Contact the school office from 8am every day of absence.

Contact can be made via:

Phone – 01723 373110

My child at school app (MCAS)

If you do not report your child as absent, the school office will contact you after close of registers to find out a reason for absence. If they are unable to reach you a home visit will be completed to ensure your child is safe and well.

If more information is required about the absence you have reported, the school office will contact you regarding this.

Home visits are completed regularly and by the 3rd day of absence to satisfy our safeguarding duty for your child and your family.

We follow guidance from the NHS on when absences are appropriate and therefore we may encourage your child to attend when it is deemed their ailment does not require time off school. If your child is under attending we may require further medical evidence such as a doctor's note to authorise absence.

Absences due to medical appointments are to be avoided as much as possible but where they are unavoidable evidence such as an appointment card or letter will be required to authorise the absence.

How to request a leave of absence for your child:

There are exceptional circumstances when you may need to request leave of absence for your child. Times when a leave of absence may be granted include:

- Taking part in a licensed performance
- Attending an interview/visiting a new school

- Leave to attend a significant event such as a funeral

Term-time holidays are rarely approved; the only exception to this would be if a parent is a member of the armed forces.

Request for leave of absence forms are available on request from the school office. These should be returned to the school office and a decision will be made within 10 working days and reported to you via letter.

How we keep parents informed about their child's attendance:

Whole class attendance is celebrated in our weekly newsletter. Your child's attendance can be monitored via MCAS. It is reported to you annually in your child's school report.

If your child's attendance begins to be a concern, we will write to you to inform you of this.

How we encourage and promote good attendance and punctuality:

We have a culture of good attendance and actively teach children through our life skills curriculum the importance and value of attendance and punctuality.

We promote good attendance through our daily tannoy call-out, celebrating classes with 100% attendance. Each class attendance is displayed on class doors. We work with individuals on their attendance and have individual rewards associated with improved attendance.

What we are prioritising in our current academy attendance strategy:

Our current priorities as an academy are to:

- Reduce the number of pupils in persistent absence by working directly with at risk families using the ATTEND strategy
- Reduce the number of term-time holidays by communicating well with families the new expectations from the government and promoting alternative holiday times
- Reduce the number of lates resulting in an unauthorised absence.

For our academy we are particularly mindful of the following:

Our locality has a lot of seasonal employment which can add additional challenges to families wanting to enjoy a family holiday.

Working with our local authority:

We work closely with our local authority, North Yorkshire County Council, to promote and support good attendance and punctuality. We follow their code of conduct when issuing fixed penalty notices. This can be found on the North Yorkshire County Council website, or provided on request from the school office.

How we will support your child if they are absent from school due to mental or physical ill health and/or special educational needs and disabilities:

If your child is due to have an extended period of time (15 or more days) due to medical need such as surgery and recovery or has smaller blocks of time regularly (such as for severe asthma), Rachel Milner will liaise with the local authority on their S19 duty.

Vicki Pattison, as mental health first aider, is able to support families with attendance difficulties using the ATTEND framework.