



Ashford Hill
Primary School

Attendance and Punctuality Information for Parents / Carers

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Attendance

Our school attendance target is **97% and above for all children**

At Ashford Hill Primary, we are committed to:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil arrives at school on time and ready to learn
- Ensuring every pupil has access to full-time education to which they are entitled

Good attendance means being in school at least **97% of the time (184 days or more)**

There are **365 days** in a calendar year. **175 days** are **non-school** days that can be used for family time, visits, holidays and shopping.

	Attendance
 We're impressed! Best chance of success	100%
	97%
 We're concerned Less chance of success	96%
	93%
 We're worried Serious impact and reduces life chances	92%
	90%
Legal proceedings	Below 90%

Parent/carers are responsible for being aware of school attendance procedures through the school attendance policy.

If a child is registered at school, parents have the legal responsibility for ensuring that:

- their child attends regularly
- their child is in school ready to learn by 08.45
- they avoid medical and dental appointments during the school day
- they take holidays during school holiday periods
- they inform school of absence daily or give an expected return date
- any applications for leave of absence during term time are made in advance
- they work alongside the school and Local Authority to improve lateness and attendance

Punctuality and lateness

School starts at 08:45 and children have daily early morning tasks to complete.

Pupils must arrive in school by **08:55 at the latest** on each school day.

The register for the first session (AM) will be taken at **08:55** and will be kept open until **09:00 in class**

Gates will **close** at **08:55**

If your child arrives after this time they should enter through the main office:

A pupil who arrives late:

- **before** the register has closed at **09:25** will be marked as **late** using the **L** code.
- **after** the register has closed at **09:25** will be marked as **absent** using a **U** code which is an unauthorised absence.

The admin team record all late arrivals and time of arrival.

Absences

We understand that there are genuine reasons, such as illness, which can make attendance at school difficult. However, parents/carers are responsible for ensuring their children receive a full-time education. Each situation will be dealt with on an individual basis, fairly and equitably always remembering the welfare and safety of the child is the paramount concern.

If your child says they are feeling poorly but are well enough to attend school please bring them in, let school know and we will monitor them.



All absences will be treated as unauthorised unless satisfactory evidence for the child's absence has been received. Contact from the parent/carer will be accepted as evidence unless the child's attendance is a concern.

If a child's attendance continues to cause concern, parents/carers may be asked to provide medical evidence where absences occur repeatedly due to reported illness. This will usually be in the form of an appointment card/text, prescriptions etc. Absence will be coded as unauthorised without evidence.

Parents/carers should, wherever possible, make all medical and dental appointments outside of the school day. Where this is not possible, children should attend school for part of the day. Appointment cards/letters should always be provided as evidence of medical/dental appointments.

Unless parents/carers have provided a satisfactory explanation and it has been accepted by the school absence will not be authorised.

If your child is ill and cannot attend school, please contact school as soon as you can and before **08:30**, if possible.

Contact details are:

- ☎ Ring 0118 981 3822 and speak to someone in the office.
- 📞 Ring 0118 981 3822 and leave a message on the absence line.
- ✉ Email attendance@ashfordhill.hants.sch.uk (please do not email the admin@ email address)

Examples of **unsatisfactory** explanations which will be marked as **unauthorised** include:

- Feeling unwell, but the child is considered fit to attend school and does not have a contagious illness.
- A child's/family member's birthday
- Inability to bring your child to school – ring school and we will arrange to collect your child
- Tired
- Shopping for uniform
- Having their hair cut
- Closure of a sibling's school for INSET or other purposes
- A sibling being ill
- "Couldn't get up"
- Leave during term time taken without authorisation of the school
- Head lice – let the school know and letters will then be sent to all parents in a confidential manner

If we do not have contact from a parent/carer explaining why a child is absent we will carry out the following actions:

1. Send a text to parents/carers by 09:20
2. If by 09:30 there is no response from the text we will phone contact 1, followed by contact 2 if there is no answer for contact 1
3. If there is still no response by 09:45 the office team will inform the designated safeguarding leads
4. The designated safeguarding leads will decide the next course of action and this could involve a home visit to check on the safety of the child.

Monitoring of Attendance

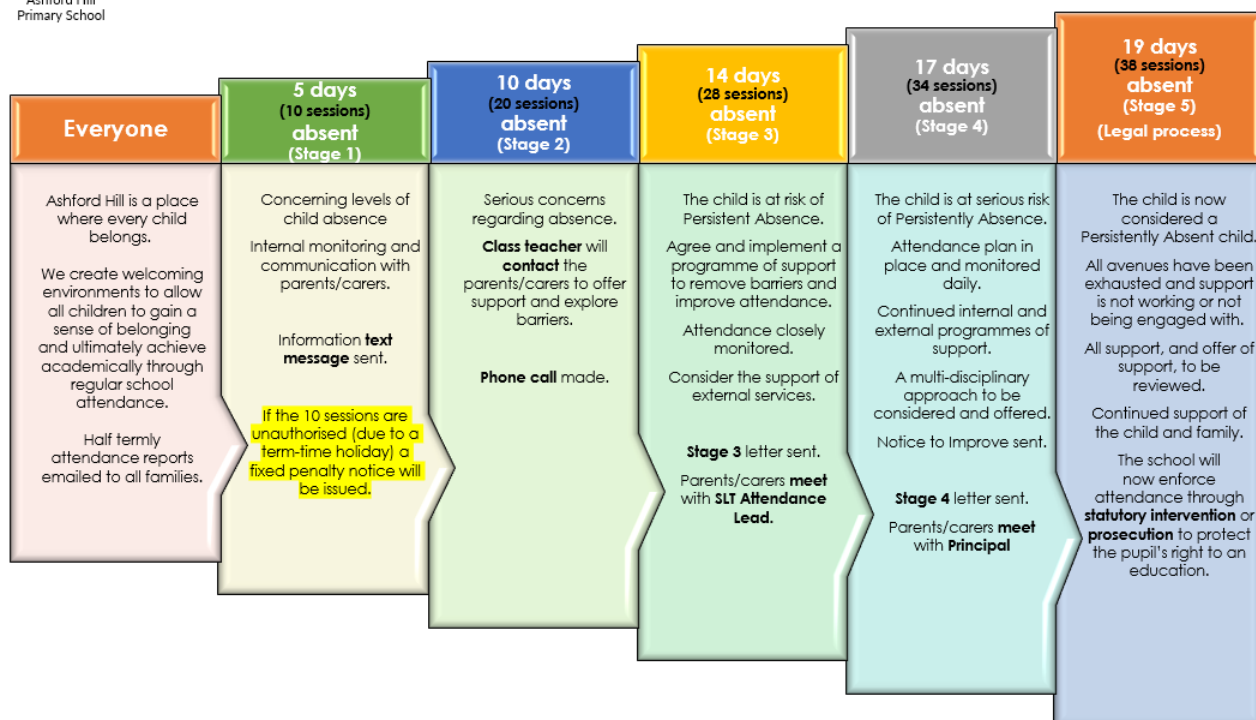
We send out communication to parents of all children every half term. This comes in the form of an attendance report.

More formal communication will be made to the families of children whose attendance is of concern or beginning to be of concern. This could have been due to a holiday at the beginning of the year or a spell of illness, particularly in the Autumn and Spring terms when the flu and cold bugs are thriving. We hope you understand that we have a duty to alert parents to their child's attendance.

The process we will follow is outlined below.



Attendance Support Process



Strategies for promoting good attendance

- ✓ 100% attendance merits each term
 - ✓ 100% Club and Platinum Certificate for those who attend 100% of the year
 - ✓ Improved attendance merits
 - ✓ Support for families via the school's Vice Principal
 - ✓ Positive texts sent on a Friday
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Fines for parents for taking children out of school: What you need to know.

There are only a few occasions where a child is allowed to miss school, such as illness or where the school has given permission because of an exceptional circumstance.

However, if your child misses school without a good reason, local councils and schools can intervene and you may be issued a fine.

How much could I be fined if my child misses school?

In the majority of cases, schools and local authorities will try and provide support to help you improve your child's attendance first, but if this isn't effective or the absence is for unauthorised term time holiday, parents may face paying a fine.

It's the responsibility of the local authority to decide when to issue fines to parents, meaning the process varies from council to council.

However, under the national rules, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

The fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. This rate is in line with inflation and is the first increase since 2012.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

Who should you contact?

The school encourages families who are experiencing difficulties with attendance to contact the school and seek support as early as possible.

For help regarding absence, parents/carers can contact: Catherine Hudson (Principal) on 0118 981 3822

More information:

- A guide for parents on school attendance
<https://assets.childrenscommissioner.gov.uk/wpuploads/2024/07/aaa-guide-for-parents-on-school-attendance-19th-Aug-version.pdf>
- NHS – Is my child too ill for school? https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/?utm_medium=email&utm_source=govdelivery