

## **Heckmondwike Academy Attendance Policy**

**September 2024**

Heckmondwike Academy has a statutory duty to keep your child safe which includes knowing where they are if they are not in school.

We appreciate that children are sometimes genuinely ill. If your child is going to be absent due to illness, parents/carers are requested to telephone on the first day of absence before 8.35am. If you leave a message on the answerphone service before 8:00am please give your child's name, class and reason for absence and then each morning, for the duration of the absence. If you do not contact the office, school will ring you followed by every contact number we hold for your child until we speak to somebody.

If your child is absent for two consecutive days and we are unable to contact anybody, we will visit the family home to ensure that your child/ children are safe and well. If we are still unable to speak to a named contact, then we may call 101 to seek police assistance in locating the family.

### **Rewards for Good Attendance and Punctuality**

At Heckmondwike Academy, we recognise the importance of good attendance and punctuality and as a result we reward the children in the following ways:

- Weekly mention of the class with the best attendance and punctuality in the celebration assembly.
- Termly individual badges for 100% attendance.
- Children with 96%+ attendance will receive a certificate.
- Children who manage to achieve 100% for the school year; will be entered into a prize draw.

### **Heckmondwike Academy Attendance Procedures**

If there is no improvement in your child's attendance then the following actions may be taken:

- Home visit from a member of the safeguarding team or Head of Academy
  - Education Penalty Notice warning letter
  - Invite to Attendance Support Plan meeting
  - Voice of the Child
  - Education Penalty Notice
  - Court proceedings
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### Heckmondwike Academy Attendance Letters

A key part of our attendance strategy will be to effectively monitor and address patterns of school attendance through our 'Traffic Light' Attendance approach. Parents/ carers will be in receipt of a coloured letter informing them of their child's 'Attendance Zone' at the end of each school half-term. The table below explains the different attendance categories:

Colour Zones	Attendance Thresholds
Green Zone	Attendance of 96% and above
Amber Zone	Attendance between 90% and 95.9%
Red Zone	Attendance below 90%

Furthermore, the table below explains the different attendance categories and what it converts to in days/weeks:

ATTENDANCE DURING ONE SCHOOL YEAR	THIS NO. OF DAYS ABSENT	WHICH IS APPROXIMATELY THIS NO. OF WEEKS ABSENT
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

### Punctuality – Arriving and Leaving School on Time

School opens its doors at 08:35; children are welcomed by their class teacher and enter the building just before 08:45.

If a pupil arrives after this time, he/she should be accompanied by the parent to school office and they will be marked as late. If they arrive after 9:15am, they will be recorded as an unauthorised absence for the morning, which affects your child's attendance.

You will receive a letter, a home visit and be invited to a support meeting if we are concerned about the number of lates your child has.

Heckmondwike Academy has a breakfast club, and all pupils are welcome. The breakfast club opens at 08:00 and provides your child with a healthy breakfast and the opportunity to develop their social skills. You may find that regular attendance at breakfast club may help improve your child's punctuality.

Please be prompt when collecting your children from school at 15:20; we will begin to call through named contacts at 15:25.

### **Unavoidable Medical Appointments**

We appreciate that some children have unavoidable medical appointments during term time such as speech and language or hospital appointments. All we ask is that you provide a copy of the appointment letter or email.

If it is necessary for a child to be out of school for this reason, the child should come to school before the appointment if it is after 09:00am and be returned to school directly after the appointment. Electronic registration is used in all year groups and taken twice per day at 08.50 and between 13.00 and 13:15.

A school day counts as 2 marks of attendance. Although we cannot mark a child present who is attending an unavoidable medical appointment, if these are their only absences, 100% rewards will not be affected.

### **Holidays During Term Time**

Holidays during term time will not be authorised, unless there are exceptional circumstances, and an Education Penalty Notice will be requested from the local authority.

If you are planning to remove your child from school to take them on holiday, please complete a Leave of Absence form, available from the office. Please be aware that if you do not complete a Leave of Absence form or inform school that you are taking your child on holiday, but school has good reason to believe they are absent due to holiday, then an Education Penalty notice will still be requested.

***The Penalty is £60 per parent per pupil and if not paid within 21 days this will increase to £120. Failure to pay the full amount within 28 days will result in a summons to appear in the Magistrates Court.***

**Review Date:** July 2025

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