

Attendance Guidance and Information



Are you a Hob Moor Oaks
Attendance “HERO”?

Here

Everyday

Ready

On Time

Hob Moor Oaks Academy is committed to providing a high quality education for your children. To ensure this happens we need your children to attend school on a regular basis and have the best attendance possible.

As we adjust to living with COVID in our communities, it is important that we work together to ensure that all children at Hob Moor Oaks Academy are in school every day on time, ready to learn and have the best attendance possible for their individual needs.

Reporting an absence

School starts at 8.55am and children must arrive no later than 9.30am. After this time your child will receive an unauthorised late mark in the register.

Being late means that your child will miss the start of the school day. This can be very upsetting for children as it is the start of their school daily routine.

If your child is going to be absent you **must** ring the school office by **8am**, giving your child's name, class and the reason for their absence along with an anticipated return, please contact the school on the subsequent days of absence as necessary.



**Call us on
01904 806655**

Medical Appointments:

Your child may need to attend a medical appointment at some point during the school year. You should try to limit the amount of time absent from school by bringing your child to school before and after the appointment wherever possible. You must let us know about medical appointments. We need to know what the appointment is for, where the appointment is taking place, the amount of time you think your child will be absent from school, please provide evidence where possible, supporting the reason for absence including letters for medical appointments. Remember to liaise with the School Nursing Team re: Paediatric appointments being held in school.



If you don't get in touch with school and let us know why your child is not at school we will try to contact you. We will ring all numbers held as emergency contacts for your children and we may also send you a message via Parent Hub reminding you to contact us.

If we haven't heard from you by lunchtime we may decide to visit you at home to ensure you and your child are okay. We may decide to complete a home visit, this is because we have a duty to safeguard your child.

Attendance and Punctuality - Support Procedure

Minutes of school missed per day	Equivalent of number of days missing per year
5	3.4
10	6.9
15	10.3
20	13.8
30	20.7

If you attend school for 190 days you will have lost no days of learning

If you attend school for 180 days you will have lost 10 days of learning

If you attend school for 171 days you will have lost 19 days (nearly 4 weeks) of learning

If you attend school for 161 days you will have lost 29 days of learning which is nearly half a term!

The Government Benchmark for all children's attendance in school is 90%. A child becomes a 'persistent absentee' (PA) when they miss 10% or more schooling from the beginning of the school year for whatever reason (this includes authorised and unauthorised absences). Projected PA children are tracked and monitored carefully through our attendance system. All our PA children and their parents are subject to an Intervention Plan.

If your child's attendance falls below 90%, they are persistently late or are identified as having patterns of days off without satisfactory reason we will put your child on the attendance and punctuality support procedure. In line with our values and ethos as a school, we will work together to monitor the impact their health is having on their education and time in school. This process is to support you as a family to identify any issues with your child's school attendance and to support you to reduce the impact of these on your child's school attendance.

Attendance and Punctuality Support 1

Day to day communication between parent and class teacher, via Care diary or telephone calls our Wellbeing team may call you to offer a listening ear .

Attendance and Punctuality Support 2

If your child's attendance falls below 90%, they are persistently late or have patterns of days off over a half-term you will be invited to a meeting in school with the Wellbeing Team.

This meeting will be a fact finding, informal meeting in order to understand the reasons for the absence. School will work with you to implement strategies to support attendance, an agreed target will be set and a review date will be agreed.

You will then get regular updates of your child's attendance to celebrate the improvements that have been made.

Attendance and Punctuality Support 3 Designing an Attendance Plan

If your child's absence continues to be below 90% and shows no signs of improvement after a half term of **support 2**. You will be invited to attend a meeting with the Senior Leadership Team. This will be a formal meeting and the school will support you to find a resolution that meets the needs of the child, an agreed target will be set and a review date will be agreed to celebrate improvements made.

Attendance and Punctuality Support 4

If your child's absence still continues to be below 90% and has shown no signs of improvement after a half-term of **support 3**. You will be invited to attend a formal meeting with a school governor present and a representative from the CYC SEND department.

The panel will support you to find a resolution that meets the needs of the child, an agreed target will be set and a review date will be agreed to celebrate improvements made or further action needed.

If we do not see improvements to your child's attendance in school, you may be subject to a penalty notice.

Here to Help

We are here to help you to ensure your child has the best possible attendance. Please get in touch and talk to one of us if you have any concerns or need support.



Olivia Hargreaves,
Head of School



Sarah Taylor
Attendance Lead,
Assistant Head of School



Nicky Ellis
Wellbeing and
Safeguarding Lead



Caroline Anderson,
Wellbeing Team



Gemma Scoreby,
Wellbeing Team



Aimee Brinton,
Wellbeing Team

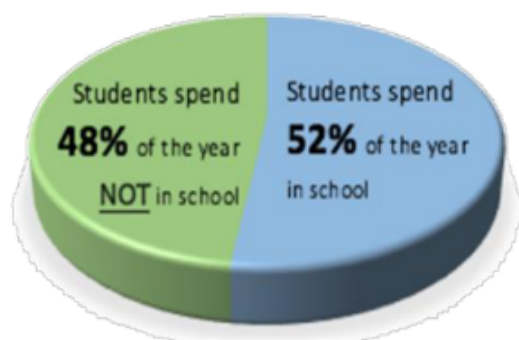
After School Activities



We love to hear that your child is extending their learning outside of school.

Please ensure that private lessons and clubs are organised outside of the school day and not in school time.

Term Time Absence



Absence during term time as a result of holiday/leave of absence interrupts continuity of teaching and learning and disrupts the educational progress of your child.

The DfE guidance instructs Head Teachers NOT to authorise leave of absence in term time. Permission for absence should only be granted in the most exceptional circumstances.

The following reasons will NOT be considered acceptable reasons for requesting leave of absence in term time:-

- availability of cost effective holidays
- availability of desired accommodation
- availability of quieter periods of holiday destinations

We will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

You must complete a leave of absence form if you want to take your child out of school during term time. These forms are available from the school office. If your leave of absence is not granted but you still take your child out of school we may request that a penalty notice is issued.

If there is evidence of a lack of joint working between school and families we may contact the Local Authority to discuss this further, which may lead to a penalty notice.

Please request a holiday form before booking any type of term time leave.

Remember!



If your child is unwell and you are unsure of what is making them ill please seek medical advice from your doctor

A complete Government document advising on the management of infectious diseases in school can be found at:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious->

Remember

You must let us know if your child is ill and unable to come to school. You must also tell us what is wrong with your child. Ring us on **01904 806655** or send the Class team on Tapestry Care Diary with the reason for absence.

It's important to tell us what's wrong with your child because,

- Telling us what illness your child has can help us to protect the other children and staff and prevent the spread of some illnesses.
- Some of our children are very vulnerable and can be very susceptible to certain illnesses.
- Sometimes we have staff and/or parents that are pregnant and certain illnesses can cause problems to them and their unborn babies. Illnesses such as Chicken Pox, Parvovirus and German measles can be very harmful to an unborn baby. School **MUST** be informed if your child has one of these illnesses.

If you do not let us know why your child is absent from school we have no alternative than to mark it as an unauthorised absence.