

"Embedding Excellence"



**Hanham
Woods
Academy**

ATTENDANCE GUIDE

Absence Line

0117 440 8900/Option 1

Email:

HWAAbsence@clf.uk

Information for parents and carers

Every single day a child is absent from school equates to a day of lost learning.

The law requires parents and carers to ensure that their child receives a full time education. It is important for parents and carers to understand their responsibilities and the consequences of their child having any absences from school.

Attendance percentages can be misleading

100% = 0 academy days missed = Excellent
96% = 7 academy days missed = Satisfactory
90% = 19 academy days missed = Cause for concern
85% = 28 academy days missed = Cause for concern
80% = 38 academy days missed = Cause for concern
75% = 46 academy days missed = Cause for concern

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss one school day a fortnight or 19 days of school during the school year—that's nearly 4 school weeks or 100 lessons missed.

Here are some of the key reasons why it is important for children to attend school :

- To achieve to their full potential
- To gain qualifications
- To develop life skills
- To interact with peers
- The law requires children to be educated

Give your child the best start in life

Every school day counts

Hanham Woods Academy's target for attendance is 96%.

Students falling below 96% will be monitored and School Attendance procedures will begin.

The procedures are:

1. School Attendance meeting (SAM) held with your Head of House.
2. Review after 4 weeks with your Head of House.
 - * *If there is a significant improvement then this supportive stage will continue into a review period*
 - * *If there is no significant improvement at this stage then it will proceed to legal attendance procedures.*
3. If no improvement then you will be invited to a Panel meeting with the Educational Welfare officer and Assistant Principal.

At all times through these procedures we are looking to support the student and the family to help with attendance at the Academy.

Please let us know if your child is worried about anything in school so that we can support them.

Why is good attendance important?

Good attendance at school is vital for students to achieve their full educational potential.

We want all our students to achieve the best examination results that they can and poor attendance is likely to have a significant impact on this.

Students with poor attendance may :

- Get behind with work
- Lose the thread of topics being taught
- Become de-motivated
- Lose friendships
- Miss out on opportunities

Parents can support their child by :

- Ensuring that your child attends as much as possible
- Ensuring that your child is well equipped
- Taking an interest in the education of your child by talking to them about school and by attending school events
- Arranging medical appointments outside of the school day
- Informing the school immediately if there are any matters that arise which may affect attendance of your child.



Illness

If your child is unwell and not able to attend the Academy please telephone/email the Academy before 8.30am each morning your child is unwell. **Please note if you have attended a School Attendance Meeting or Panel meeting then you will be required to send medical evidence, such as medical appointment card, copy of prescription or note from doctor , to support the absence before we will consider authorising this absence.**

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Medical Appointments

We encourage all medical appointments to be taken outside of Academy hours although we do understand that this may be difficult at times. If your child does have a medical appointment during the school day please can you make the appointment very early in the morning or late morning so your child can come in beforehand and return after. Also please provide the Attendance Officer a copy of the appointment letter/card.



Term Time Holidays

In line with government guidance schools are no longer able to authorise leave of absence in term time unless there are exceptional circumstances.

Term time is for education , children and families have 175 days off school to spend time together including weekends and school holidays.

Should you consider your request for Leave of absence to be for exceptional circumstances please request a form from HWAAbsence@clf.uk

The Academy assesses each request on an individual basis.

If Leave of absence is not approved it will be recorded as unauthorised absence and the Education Welfare Office will be informed and you may be subject to a **Penalty notice** issued by the Local Authority , currently £60 per parent per child.