

## “Embedding Excellence”



### ATTENDANCE MATTERS

“Every Day, Every Lesson”  
2022 / 2023

### Absence Line

0117 4408900/Option 2

Email: [hwaattendance@clf.uk](mailto:hwaattendance@clf.uk)

\*Absence Line has a 24 hour answer machine

This leaflet gives information to parents/carers so they are aware of the need for their child to attend the Academy every day and on time to achieve their personal best.

It is important for parents/carers to understand their responsibilities and the consequences of their child having poor attendance

**Dream BIG // Work Hard // Be Kind**

### Why is excellent Attendance so Important?

Good attendance at school is vital for students to achieve their personal best.

This includes:

- Continuity of their learning which ensures progress.
- Improved performance in coursework tasks.
- Continuity of relationships and friendships.
- Good references for further education or employment.
- Good habits are formed for later life.



#### **Punctuality**

**Students are welcomed on site from 8.15am.**

**The canteen is also open for breakfast snacks and drinks from this time.**

Students must be on site by 8.25am .  
The gates close at 8.30am and any students arriving after this time will be given with a late detention.

If a student is late 10 or more times a penalty notice can be issued to the parents/carers.

#### **Across an academic year...**

5 minutes late means 3 lost days

10 minutes late means 6.5 lost days

15 minutes late means 10 lost days



**Hanham Woods Academy's target for attendance is 100%.**

#### **Our procedures are shown below:**

Students with lower attendance or with several weeks with missed days will be monitored and Academy attendance procedures will begin.

##### **Step 1**

You will receive a telephone call from your child's Pastoral Leader to discuss your child's attendance.

##### **Step 2**

You will be asked to attend a School Attendance meeting (SAM) with your child's Pastoral Leader. Where necessary we will also make a referral to our Education Welfare Officer (EWO) and we may make a home visit if required.

- *If there is a significant improvement then this supportive stage will continue for a further review period*
- *If there is no significant improvement at this stage then it will proceed to legal attendance procedures*

##### **Step 3**

There will be a review period and should your child have unauthorised absences during this time the Pastoral Leader will refer to the EWO and an Attendance Panel meeting will be arranged for you to attend. This is the start of formal legal proceedings

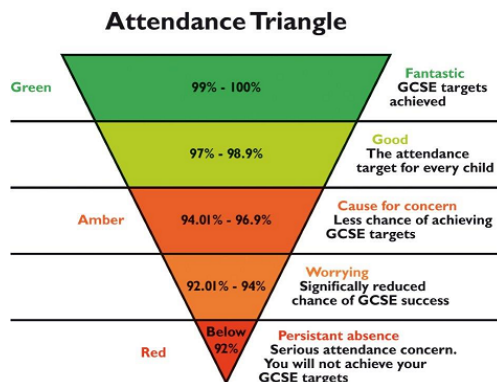
At all times throughout these procedures our aim will be to support your child and family to improve their attendance at the academy

## Following up Absences

The Academy will always follow up absences with text messages and telephone calls when we have received no reason for a student's absence. If we are unaware of the reasons for any absence it will be noted as unauthorised and will affect your child's attendance figure. If we have concerns about the absence we may also undertake a home visit and gather more evidence about the absence which could lead to school attendance monitoring and ultimately lead to a penalty notice or prosecution for non attendance.

We do this to ensure the best possible chance for your child's success at the academy and as part of our safeguarding process

Please remember that at all times we want to support your child, and if you require any support please contact your pastoral leader or our attendance team.



## Illness



If your child has a minor illness please encourage them to attend and if they feel worse during the day a member of staff will make contact with you.

If your child is too ill to attend, please telephone/email the attendance team before 8.30am on the first day of absence, if they are ill for more than one day you will need to contact the attendance team each day of the absence.

When you inform us by phone, you will receive a text to confirm we received your message.

**Please note if you have attended a School Attendance Meeting or Panel meeting then you will also be required to send medical evidence to support the absence.**

Absence Line: 0117 440 8900 / Option 2  
Email: hwaattendance@clf.uk



## Medical Appointments

We understand that appointments are difficult to arrange but we ask where possible that appointments are made outside of academy hours. Please provide the Attendance team with a copy of the appointment letter/card and make a signed note in your child's planner if they are having to leave the academy during the school day.



## Term Time Leave of Absence

**The Academy will only authorise leave of absence in exceptional circumstances**

Term Time Leave request form can be found on the Academy website or provided from the Academy reception team.

Requests will be considered by the Principal & Attendance Lead.

**Should a leave request not be authorised but the absence is still taken the absence will be recorded as unauthorised.**

**unauthorised absence may result in a penalty notice of £60 per child per adult. In cases of repeated or extended absence a penalty notice may be issued and a prosecution may be instigated instead.**



**Good attendance is celebrated at the Academy with house points, postcards home and further attendance celebrations. There will also be house and tutor attendance competitions**