



## ATTENDANCE NEWSLETTER



Welcome to the 2nd HPS Attendance Newsletter.

As you are all aware this has been a difficult year for schools, with lockdowns, quarantining and self-isolating having had a massive impact on pupil education across the country.

With the effects that the pandemic has had on children's education and mental health over the last 2 years, it is more important than ever that we try to improve attendance in our school.

In order to close any gaps that children may have developed as a result of the pandemic, we need every child in school learning.

### Attendance Sept 21- Present

We would like to start by saying a huge thank you to the **18** children who have managed to achieve 100% attendance so far this year. You are amazing!

As a school we aim for 96% attendance which would bring us in line with the National average. This is a very ambitious target this year with the impact of Covid has had so far.

With your help, we are hoping to get as close to this figure as possible in the Spring Term.

We have **135** children who have managed 96% attendance or better so far this term, with **114** pupils exceeding the target for the whole year as well.



### Reporting an absence

If your child is too ill to attend school, please contact the school office before 9:30am with full details of your child's illness/symptoms. If we do not hear from you, we will text or call you to find out why child is not in school. If we are unable to make contact and you do not provide a reason for your child's absence, this absence will be recorded as unauthorised.

If a pupil has 2 consecutive days of unauthorised absence with no reason given, then this becomes a safeguarding concern. On the second day of absence we will conduct a home visit to establish reason for absence and to see the child in question.

### Persistent absence

Persistent absence is defined by the Government as attendance below 90%. This equates to 19 days or more of absence a year or 100+ lessons missed. If a child's attendance drops below 90% this could lead to them becoming a safeguarding concern.

Late marks after the register closes are recorded as an unauthorised sessions

8:40 am	Children arrive at school, school staff will be in the playground from this time.
8:50 am	Start of the registration period, all children should be in class, the registration period lasts 5 minutes.
8:51 am	All pupils arriving after this time will receive a late mark (L) in the registers. These are closely monitored.
9:10 am	Pupils are now more than 20 minutes late and will receive an unauthorised late mark (U). Unauthorised late marks reduce attendance percentage.

Thank you for all of your support with improving your child's attendance.

### Punctuality

Poor punctuality can lead to your child...



Feeling embarrassed in front of their friends  
Missing the beginning of vital lessons making them fall behind  
Missing important instructions for the rest of the school day  
Learning bad habits which could affect their employability later.

The table below, shows just how much education could be missed by being late to school each day.

Minutes late per day	Learning time lost in a year
5 Minutes	3.5 days
10 Minutes	7 days
15 Minutes	10.5 days
20 Minutes	14 days
30 Minutes	21 days

