



Holly Hill  
Church School

# Attendance and Punctuality Policy

*As a Christian school our vision is to promote 'Life in All its Fullness.' Our ethos is based on our 12 Christian values of hope, honesty, patience, joy, forgiveness, tolerance, thankfulness, respect, kindness, friendship, gentleness and love. It is within the vision and the ethos that this policy is written and will be implemented.*

Dated Issues: June 2022

Review Date: July 2023

Signed: ..... (Chair of Governors)

## **The importance of school attendance**

**‘Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school’.**

**School Attendance: Statutory guidance and departmental advice, DFE Aug 2013**

Improving attendance is everyone’s business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance at Holly Hill is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, Holly Hill and our partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. It cannot solely be the responsibility of a single member of staff, or organisation, it must be a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners

Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools’ efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium.

## **The law on school attendance and right to a full-time education**

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

### **Overall Aims:**

- To ensure that statutory obligations are fulfilled. Children must get an education following the school term after their 5th birthday.
- To ensure that every child is safeguarded and their right to education is protected.
- To raise standards and ensure every child reaches their full educational potential, through good attendance and punctuality.
- To ensure the school attendance target of 96% is achieved.
- To make attendance a priority for all those associated with the school including parents/carers, pupils, teachers and governors by ensuring all stakeholders receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with families, in order to address barriers to attendance and overcome them.

### **Sharing strong relationships with families**

At Holly Hill we build strong relationships with our families. Families are treated with dignity and respect in line with our ethos and 12 Christian values of *hope, honesty, patience, joy, forgiveness, tolerance, thankfulness, respect, kindness, friendship, gentleness and love*.

We listen to and understand barriers to attendance and work with families to remove them. However, we do not shy away from challenging misconceptions about what 'good' attendance looks like and communicating the link between attendance and attainment and wider wellbeing of the pupil.

In communicating with parents, we will explore where a pupil or family needs support with attendance. It is important that the best placed person in the school works with and supports the family and wherever possible the person should be kept consistent.

At Holly Hill we will take into consideration the sensitivity of some of the reasons for absence and understand the importance of school as a place of safety and support rather than reaching immediately for punitive approaches.

In the first instance, we support pupils and parents by working together to address any in-school barriers to attendance.

Where barriers are outside of the school's control, all partners will work together to support pupils and parents to access any support they may need voluntarily.

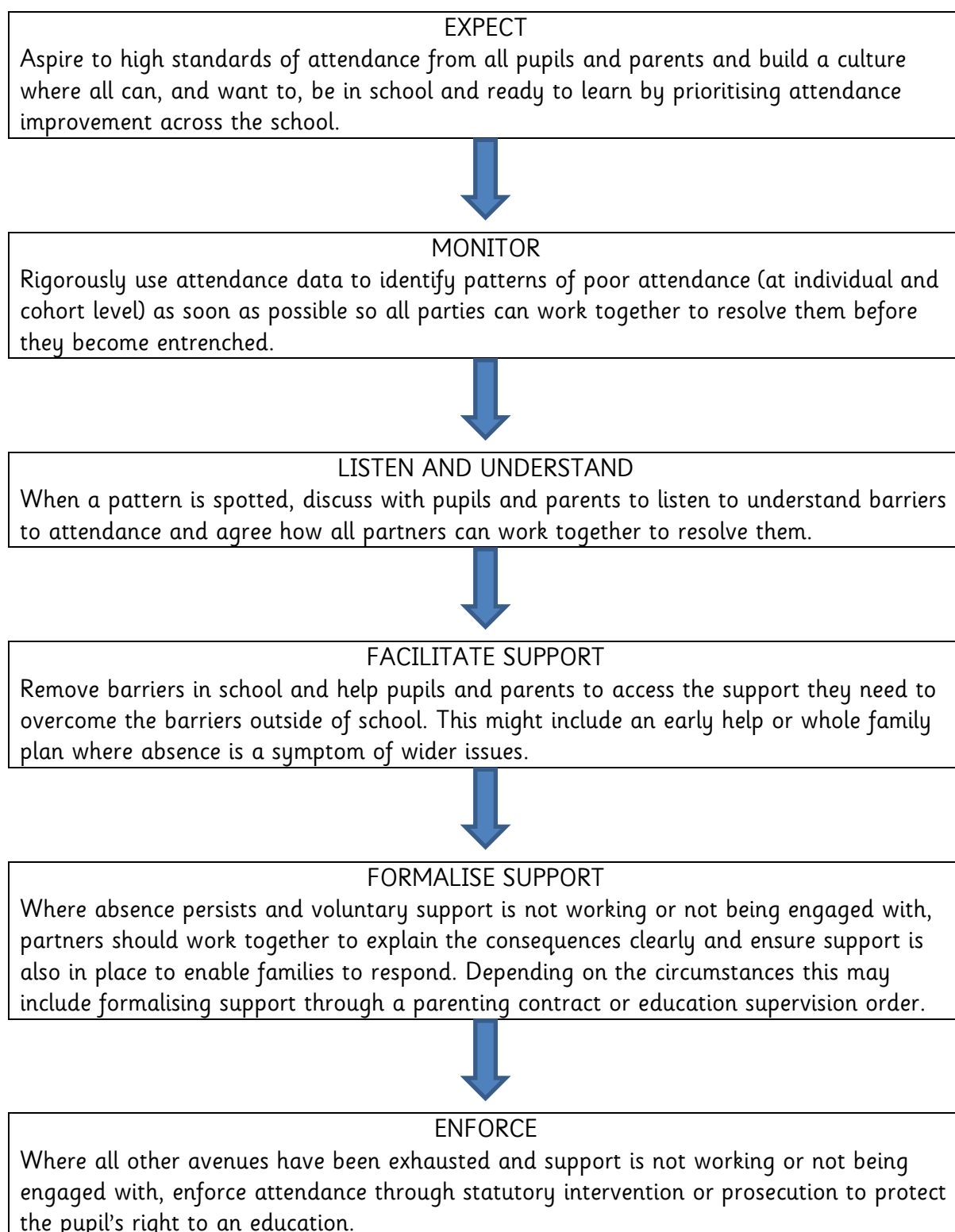
As a minimum, this will include meeting with pupils and parents at risk of persistent or severe absence to understand barriers to being in school and agreeing actions or interventions to address them. This may include referrals to services and organisations that can provide support. These actions should be regularly discussed and reviewed together with pupils and families.

Where absence intensifies, or remains unchanged, so should the support provided, which will require the school to work in tandem with the local authority and other relevant partners.

Prosecution will be a last resort where all other routes have failed or are not deemed appropriate.

### **Working together to improve attendance**

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



## **Managing and improving attendance effectively**

At Holly Hill we have a continuing responsibility to proactively manage and improve attendance across our school community by:

- Ensuring attendance and punctuality is seen as everyone's responsibility
- Developing and maintaining a whole school culture that promotes the benefits of high attendance
- Recognising that attendance cannot be seen in isolation
- Building strong relationships with families, listening to and understanding barriers to attendance in order to work with families to remove them
- Having a clear school attendance policy which all staff, pupils and parents understand
- Setting high expectations for every pupil and communicating those expectations clearly and consistently to pupils and parents
- Having effective day to day processes in place to follow-up absence
- Systematically analysing pupil data to identify patterns in order to target improvement
- Working effectively with the local authority School Attendance Support Team and other local partners to overcome barriers to attendance
- Accurately completing admission and attendance registers
- Sharing information and working collaboratively with other schools in the area
- Recognising that children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation
- Taking legal action to affect change

## **Pupils with medical conditions or special educational needs and disabilities**

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. As an inclusive school Holly Hill ensures their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil.

That said, in working with their parents to improve attendance, schools should be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education.

This should include:

- Having sensitive conversations and developing good support for pupils with physical or mental health conditions.

- Making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed.
- Considering whether additional support from external partners (including the local authority or health services) would be appropriate
- Making referrals in a timely manner and working together with those services to deliver any subsequent support
- Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable ensuring the provision outlined in the pupil's education, health and care plan is accessed.
- Working with families to help support routines where school transport is regularly being missed
- Working with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.
- Ensure joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxiety about school attendance.
- Ensure data is regularly monitored for these groups including at the governing body meetings
- Targeting Support Meetings with the local authority so that additional support from other partners is accessed where necessary.
- Pupils with long term illnesses or other health needs may need additional support to continue their education,

Holly Hill is sensitive and avoids stigmatising pupils and parents. We talk to pupils and parents and understand how they feel and what they think would help improve their attendance. We develop individual approaches that meet an individual pupil's specific needs.

### **Roles and Key responsibilities**

- Parents / carers are responsible for ensuring that their child attends school regularly and on time
- Charlotte Taylor, Executive Headteacher has overall responsibility for attendance issues, and works closely with the designated safeguarding lead where there are attendance concerns
- Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school
- Attendance matters are reviewed by the Executive Headteacher and monitored by the governing body

Name	Role	Responsibilities
Chris Bromley	Safeguarding Governor	<ul style="list-style-type: none"> <li>• Ensure compliance with relevant legislation</li> <li>• Set attendance targets with the Executive Headteacher</li> <li>• Evaluate the effectiveness of policies and procedures and actions taken to improve attendance of groups of pupils (particularly PEPP and SEND) and targeted pupils</li> </ul>

		<ul style="list-style-type: none"> <li>• Agree and Review School Policy</li> </ul>
Charlotte Taylor	Executive Headteacher	<ul style="list-style-type: none"> <li>• Ensure compliance with relevant legislation</li> <li>• Overall management and implementation of the policy.</li> <li>• Respond to parental requests for leave in term time, in line with Birmingham Local Authority policies and procedures.</li> <li>• Consider the use of Penalty Notices, in line with Birmingham Local Authority policies and procedures.</li> <li>• Liaise with parents/carers of identified children by letter, telephone, meeting or by other methods to improve children's punctuality and / or attendance.</li> <li>• Lead half termly attendance meetings with SENDCo, LM, office manager.</li> <li>• Review and evaluate the effectiveness of actions taken</li> </ul>
Mark Carr	Headteacher	<ul style="list-style-type: none"> <li>• Conduct daily checks of 'comments report' of reasons for children's absence.</li> <li>• Ensure action is taken to safeguard children by ascertaining reasons for absence are identified for every child on their first day of absence.</li> <li>• Arrange for a home visit when telephone contact cannot be made with parent / carer.</li> </ul>
Michelle Watts	Learning Mentor (LM)	<ul style="list-style-type: none"> <li>• Conduct home visits as discussed by HT.</li> <li>• Promote good attendance /punctuality on a day-to-day basis, including liaising with parents / carers.</li> <li>• Respond to actions set during half termly review meetings.</li> <li>• Lead on Fast Track legal procedure with the office manager, keep training up to date</li> <li>• Work with pupils and their families where attendance is a concern, identifying barriers to good attendance and working to overcome these.</li> </ul>
Jackie Ingleby	Office Manager	<ul style="list-style-type: none"> <li>• Check the school answer phone and record messages regarding pupil absence.</li> <li>• Implement the daily checks of SIMS registers after morning and afternoon registration sessions.</li> <li>• Carry out and record the outcome of first day calls, when a child doesn't arrive at school if no reason has been received.</li> <li>• Record reasons for absence and update class registers daily</li> <li>• Prepare a 'comments report' providing reasons for any absence on a daily basis and present this report to the HT / Designated Safeguarding Lead</li> <li>• Prepare and deliver the daily attendance report for classes to use in emergencies "fire register"</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure staff are accurately recording attendance on SIMS</li> <li>• Ensure the accurate admission and induction of new pupils.</li> <li>• Inform parents / carers of school policy and procedures when parents have failed to inform the school of a pupil's absence.</li> <li>• Provide evaluations of Attendance and punctuality for the half termly review meetings</li> <li>• Liaise and support the LM on Fast Track procedure keeping training up to date</li> <li>• Report to the Local Authority, as requested in response to children missing in education</li> </ul>
	Class Teachers	<ul style="list-style-type: none"> <li>• Ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learners' needs</li> <li>• Keep accurate and up-to-date daily records of pupil attendance through the SIMS register system, taking a register twice a day</li> <li>• Update the fire register as a live document</li> <li>• Regularly remind children and parents about the importance of good attendance</li> <li>• Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children</li> <li>• Discuss pupil attendance and punctuality regularly and at Parents Evenings</li> <li>• Discuss any concerns with HT</li> </ul>
	Parents	<ul style="list-style-type: none"> <li>• Bring your child to school every day and on time</li> <li>• Pick your child up on time after school</li> <li>• Inform school if your child is absent and the reasons for this</li> <li>• Do not take holidays in school time</li> <li>• Make appointments after school or in the holidays wherever possible</li> <li>• Ensure that the school has at least 3 current contact numbers and ensure that the school they are kept up to date</li> <li>• Ensure that your child is not blamed if you are late to school</li> <li>• Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.</li> </ul>



## **Monitoring and Recording Attendance & Punctuality**

### **Class Registers**

Class registers are recorded using SIMS. The system ensures that no children are missed and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session. Registers can be re-submitted in the case of a mistake or a pupil arriving after submission, but registers must be accurate and submitted at key times (see below).

### **Morning Register**

Class registers remain open until 9:00am. At that point, the teacher must submit their final register and close down SIMS. The teacher may submit the register as many times as they wish before 9:00am (e.g. if a mistake has been made or a child has arrived slightly late) but at 9:00 am the register must be correct and submitted.

From 9:00 am the school doors are closed. The office staff ensure children are signed in late using Inventory. Children arriving after 9:00am are recorded as 'L' (late after register closed) in the register.

The Office Manager then checks that the children who have arrived late have been marked 'L' (present) in the registers and corrects any mistakes or inputs codes for children who are known to be absent. She then begins first day absence calls. (see below)

### **Afternoon Register**

Registers must be submitted by teaching staff straight after lunch before afternoon lessons commence.

### **Monitoring First Day Absence**

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made.

The Office Manager follows this system:

- Phone parents' contact number(s).
- If the parent / carer cannot be contacted using their contact number then they will phone the other emergency contact number(s) to get an up-to-date contact number for the parent/carer and update the school system accordingly.
- When contacted, the parent/carer will be asked to provide a reason for their child's absence. The absence reason is written as a 'comment' on SIMS and the register code will be updated.
- The Office Manager must establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code.
- The 'Comment Report' will be printed and given to the Headteacher, learning mentor (or a member of the leadership team in their absence).
- The Headteacher will check the 'comment report'. If any parent has not been able to be contacted then the Headteacher will consider options in order to establish that the child is safe and well. This may include a Home Visit.

### **Regular analysis of whole school data**

As poor attendance is habitual, prevention and early intervention is crucial, therefore regular data analysis takes place to both identify and provide immediate additional support to pupils and or groups of pupils.

### **Attendance Review Meetings**

The Executive headteacher (ExHT) with the attendance team (ExHT, office manager, learning mentor, SENDCo) monitor individuals, classes, year groups, different ethnic groups, SEN and FSM pupils. They identify patterns and trends in absence/punctuality, including persistent absence. Actions are taken in response to address concerns and these actions are evaluated as to their effectiveness.

*Child Protection and safeguarding concerns must be acted on immediately, in line with the school Child Protection and Safeguarding Policy.*

### **Rights and responsibilities for attendance/punctuality**

#### **The Legal Framework**

There are legal obligations on:

- The parents/carers to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the school's register
- The school to register attendance and notify the Local Authority of a child missing from school for 5 consecutive days
- The Local Authority to provide education and to enforce attendance

#### **Fast Track legal action**

- This is a formal legal system, which involves fining parents for their child's poor attendance; over a specified period of time.
- The action is taken with identified pupils.
- Families are formally written to by the school, outlining the process.
- Formal meetings are held after a specified period of time, for pupils with continued poor attendance.
- Targets are set and attendance is monitored for a further specified period of time.
- Courts can issue fines to families, who fail to improve their child's attendance.

### **Granting leaves of absence**

Only exceptional circumstances warrant a leave of absence. The headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.

As headteachers should only grant leaves of absence in exceptional circumstances ***it is unlikely a leave of absence will be granted for the purposes of a family holiday.***

## Extended Holidays

In line with Birmingham Local Authority, 'Leave in term Time Guidance' and the 2013 Amendment to the Education (Pupil Registration) (England) Regulations, **leave for pupils during term time is not authorised under any circumstances.** The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries, in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that children are safe.

Headteachers may now only grant leave in term time where the circumstances are exceptional, for example:

- Death of parent/carer or sibling of the pupil
- Life threatening or critical illness of parent or sibling of the pupil
- Parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)
- Religious observance

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

If you have exceptional circumstances, which have led you to request leave in term time for your child/ren, please complete the required form, which you can obtain from the school office. The Headteacher will then make a decision, on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

## Penalty Notices

**If a child is taken out of school without the Headteacher's authorisation, it will be recorded as unauthorised absence. This may lead to the issuing of a penalty notice and legal action being taken.**

### Section 23(1) Anti-Social Behaviour Act 2007:

Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60.

- If this is not paid within 21 days the amount rises to £120.
- If not paid within 28 days the Local Authority will prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

### Section 444(1) Education Act 1996:

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."

The court can fine **each parent** up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

Please note that penalties and prosecutions are in respect of **each parent** for each child.

A Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

**These prosecutions are criminal proceedings and could result in you having a criminal record.**



## **School Attendance – a very important message for all parents/carers**

### **September 2021**

*Please Read*

**Insert Date**

Dear Parent/Carer,

This is an important update about school attendance for the 2021/22 academic year.

..... Academy/School is working in partnership with parents and Birmingham City Council to ensure all children return to school following a difficult previous year. We would like to thank parents for the work you have done in ensuring your children received education during that time.

It is now vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on their education, wellbeing and wider development. We also know that when not in school, children missed being with their friends and the wider social aspects of school.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. ***Therefore, the government has confirmed that school attendance continues to be compulsory.***

This means that (unless parents are formally notified of new lockdown arrangements where schools are closed or a child is required to self-isolate), the usual rules on school attendance apply, including:

- parents' duty to send their child/children to school regularly where they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the option for local authorities to again consider the use of legal sanctions, including penalty notices and prosecution in court.

If you are worried about your child/children attending school the first port of call is to discuss your concerns with the school directly. The school has specialist staff who may be able to help, and all schools work closely with health and council teams who may also be able to help if needed.

***Please note that, given the disruption to children's education caused by the pandemic, requests for leave during term time are unlikely to be authorised by the Headteacher.***

Family emergencies also need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members.

No school or local authority wants to take legal action. Every attempt to resolve parents' concerns and improve a child's attendance will be made before any formal legal action, which may include a penalty notice or court action, is instigated.

***However, where all efforts fail and parents fail to ensure their child attends school regularly, legal action may be considered.***

After so much disruption to children's education over the past year, the most important thing is that the school and parents work together to get children back into school. The school is ready to listen so please contact them if you have any worries and they will try to help you. There is also information for parents and carers on attending school during the pandemic here:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

Additionally, Birmingham City Council provides online information and guidance to parents on school attendance which you can access here:

[https://www.birmingham.gov.uk/info/20014/schools\\_and\\_learning/1502/school\\_attendance\\_advice\\_for\\_parents](https://www.birmingham.gov.uk/info/20014/schools_and_learning/1502/school_attendance_advice_for_parents)

We wish you and your child/children all the best for the new academic year.

Kind regards

Education Legal Intervention Team  
Birmingham City Council





Holly Hill  
Church School

*Life in all its Fullness*

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»**

I'm writing to you to express concern about «ChildFirstName» attendance in school. As you may be aware, it is the legal responsibility of parents to ensure children attend school regularly.

We work with parents/carers to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime

If you feel your child has ongoing or unresolved medical issues you are advised to approach your doctor urgently and to inform the school. If your concerns relate to Covid-19 we can provide support and advice. If there are other difficulties affecting your ability to ensure your child attends school regularly that you would like support with, we may be able to help and offer an Early Help Assessment so please contact us urgently to arrange a meeting.

If you wish to discuss the contents of this letter or your child's attendance please contact the school. If you call and there is no one available, please leave a message and contact telephone number.

Yours sincerely,

«Name»  
Head teacher



New Street, Rubery, Rednal, Birmingham, B45 0EU  
Tele: 0121 675 8700  
Website: [www.hollyhill.bham.sch.uk](http://www.hollyhill.bham.sch.uk)

Headteacher: Charlotte Taylor Deputy Headteacher: Mark Carr



*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*





Holly Hill  
Church School

*Life in all its Fullness*

5<sup>th</sup> January 2022

Dear Parent/Carer of

Your child's attendance for (term) was \_\_\_\_\_. **This raises concerns.**

**Attendance will now be closely monitored.**

The target attendance for primary school is **96%**. This takes into account that at some point your child will be too poorly to come to school and will need to be at home.

Your child has a right to come to school every day on time unless they are too unwell to do so. Please make sure this is the only reason they are not at school.

**For your child to learn and keep up with their peers, they need to be in school.**

Holly Hill is fortunate to have wonderful and skilled teaching staff who work so hard to do the best for all of our children. Please value and respect what we do and be part of providing your child with 'Life in all its Fullness'.

All children who regularly attend Holly Hill make **excellent progress** - make sure your child is one of them. We may be a church school but we alone cannot perform miracles.

As always, if we can help, we will.

Please contact the school learning mentor Michelle Watts if you would like to talk.

Or contact the headteacher to further discuss your child's attendance record.

Yours sincerely

Charlotte Taylor  
Headteacher



New Street, Rubery, Rednal, Birmingham, B45 0EU

Tele: 0121 675 8700

Website: [www.hollyhill.bham.sch.uk](http://www.hollyhill.bham.sch.uk)

Executive Headteacher: Charlotte Taylor Head of School: Mark Carr



*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*



hope honesty patience joy forgiveness tolerance thankfulness respect kindness friendship gentleness love



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*Life in all its Fullness*

Date:

Dear Parent/Carer of

It is recorded that your child was late for school on ..... days during the Autumn term.

This is unacceptable as it impacts on your child's education, the effective education of pupils and the smooth running of the school.

**Your punctuality will now be closely monitored.**

Learning starts at **9am**.

**Be on time.** There is a 10 minute window to allow for you to drop your child at school and allow them the best start to their day. Please ensure you arrive between **8.50am and 9.00am**.

Holly Hill is fortunate to have wonderful and skilled teaching staff who work so hard to do the best for all of our children. Please value and respect what we do and be part of providing your child with 'Life in all its Fullness'.

All children at Holly Hill who attend regularly and on time make **excellent progress** - make sure your child is one of them. We may be a church school but we alone cannot perform miracles.

As always, if we can help, we will.

Please contact the school learning mentor Michelle Watts if you would like to talk.

Or contact the headteacher to further discuss your child's punctuality record.

Yours sincerely

Charlotte Taylor  
Executive Headteacher



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hope honesty patience joy forgiveness tolerance thankfulness respect kindness friendship gentleness love

respect kindness friendship gentleness love hope honesty patience joy forgiveness tolerance thankfulness respect kindness friendship gentleness love



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*Life in all its Fullness*

7<sup>th</sup> July 2022

Dear Parent/Carer

Child's name: – Date of Birth

Thank you for your completed form requesting permission for (child's name) to be absent from school from (dates) inclusive.

(Child's name) current attendance is .....% This is below target for the National Average of 96%.

Changes made by the Department for Education, made it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and our school Governors support this.

While we acknowledge that each family's circumstances are different, we are dedicated to the education of all our pupils and believe regular attendance throughout the year is essential to every child's success and fulfilment.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve leave of absence in this instance, as I believe the circumstances are not exceptional. **Therefore, if your child is away from school during this period, it will be recorded as Unauthorised Absence.**

If you would like to discuss this with me, please make an appointment at the school office.

Yours sincerely

Mark Carr  
Head of School



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## School starts at 9.00am



**If you arrive between 8.50am and 9.00am your child feels happy, relaxed, settled and ready to learn at the start of the day.**

**If you arrive after 9.00 a.m. your child is marked late.**



**3 lates**— parents / carers will be required to meet with the Learning Mentor.

**3 further lates**— parents / carers will be required to meet with the Deputy Headteacher.

**3 further lates**— parents / carers will be required to meet with the Headteacher.

**If you arrive after 9.30 a.m. your child will have an unauthorised absence mark which reduces their attendance.**



**2 lates after 9.30am** parents / carers will be required to meet with the Learning Mentor.

**2 further lates after 9.30am** parents /carers will be required to meet with the Deputy Headteacher.

**2 further lates after 9.30am** parents /carers will be required to meet with the Headteacher.

**Be on time for school... Every minute in school counts!**





## Improving attendance

### Important information for Parents



### Missing school = missing learning.

Make the most of your child's education—bring her/him to school on time EVERY DAY

**Children are expected to attend school for at least 96% of sessions**

- 😊 Attendance of **96% or above** is regarded as **good**.
- 😞 Attendance **below 96%** is a cause for concern and **needs improvement**
- 💀 **Children with attendance below 90% are regarded as persistent absentees.** This may lead to a fine being issued.

### Working together to improve attendance

We will arrange to meet with you to discuss ways to improve attendance if your child has:

- 3 or more 'odd days' absence in any one half term and/or
- 3 or more episodes of illness in any one term and/or
- absences on the same days each week (e.g. Mondays or Fridays) and/or
- arrived after 9.30 a.m. more than once and/or
- attendance below 96%

### Did You Know....?

- 1 day missed reduces your child's school attendance by **0.5%**
- If your child has **95% attendance** that means that they have missed **10 whole days of school. This is 2 weeks.**
- If your child is persistently absent (**below 90%**) they have missed at least **20 whole days of school. This is at least 4 weeks.**
- If your child is persistently absent (**below 85%**) they have missed **6 weeks of school. This is half a term.**

### Reasons for absence

- Illnesses such as fever and vomiting and diarrhoea
- Very heavy colds
- Childhood diseases such as chicken pox



**Please phone school on your child's first day of illness, giving as much detail as possible.**

Please note 'sick' cannot be accepted as a reason and more details along with medical evidence will be required.

Please provide medical evidence of your child's illness such as appointment cards, prescription medicines etc.

### Exceptional or special leave

In **emergency, exceptional or special circumstances**, parents or carers must complete a form from the school office to make a request to the Head teacher for short periods of leave. Children are allowed one day's absence for religious observance.

Leave can only be authorised at the Head teacher's discretion.

In making the decision, the Head teacher will consider:

- Your child's current attendance percentage
- Previous applications and absences.