

7<sup>th</sup> September 2023

Dear Parent/Carer,

At Hookstone Chase Primary School we believe that regular and punctual attendance at school are the main factors in supporting your child's learning and wellbeing. Only pupils who have regular attendance can access the full quality of education that is offered at our school. It is very important that your child is in school on time at 8.45am each day, their attendance is good and that few school days are missed.

We strive to continually improve attendance and are committed to:

- Encouraging all pupils to attend school and achieve their maximum potential.
- Promoting good attendance throughout the school.
- Monitoring attendance in our pastoral team meetings.
- Working in partnership with parents/carers to promote good attendance and punctuality.
- Supporting families to remove any barriers to achieving good attendance.

**Why is it so important to attend school every day?**

- Learning is a gradual process and each lesson builds upon those of the previous day.
- Participation is part of the daily learning and this participation cannot be made up by those who are absent.
- Pupils learn through actively taking part.

**Are there other benefits to my child?**

- Pupils with good attendance enjoy school life more and achieve better outcomes over time.
- Having a good education will help to give pupils the best possible start in life.
- Good attendance at school is not just about academic learning, but also improves pupils' wellbeing through opportunities to play with friends and take part in extra-curricular activities.

**What are the risks of regular absences?**

- A pupil who does not attend school regularly will be unlikely to keep up with their work and will miss important learning.
- The more a pupil is absent from school, the lower their academic outcomes will be.
- A pupil is at greater risk of experiencing school anxiety and school refusal.

**What can parents/carers do to help?**

- Parents/carers should demonstrate the importance of school, including the value of regular attendance.
- Parents/carers should make sure that their child comes to school regularly and arrives on time.
- If your child starts missing school, please contact us to discuss further and to access the support available.
- If your child is unwell or must miss school for some other reason you should contact school by 9.00am.
- We will not authorise any absences for shopping trips, birthday treats etc. during term time.
- A family holiday during term time is not deemed by the school as an exceptional circumstance in accordance with the DfE Guidelines and therefore all absences for holidays

will be recorded as unauthorised and a request will be made to the Local Authority to issue a penalty notice.

**What is the attendance expectation at Hookstone Chase?**

- Our attendance target is 96% for all children.
- If your child has a 95% attendance rate they will have missed 10 days of school that academic year and 70 days during their time at Hookstone Chase.
- If your child has a 90% attendance rate they will have missed 20 days of school that academic year and 140 days of primary education will be lost.
- Whether an absence is recorded as authorised or unauthorised, the absence will always have an impact on your child's attendance figure.
- If your child arrives late to school after the registers close at 9.15am, this will impact your child's attendance figure.

**What will happen if my child's attendance falls below 96%?**

- If your child's attendance falls below 96%, you will be notified in the first instance via letter.
- We will continue to monitor your child's attendance and offer support to ensure the attendance figure increases.

**What will happen if my child's attendance falls below 90%?**

- If your child's attendance falls below 90%, your child is considered "persistently absent" by the DfE. You will be invited into school for an Attendance Panel Meeting to discuss the reasons for your child's absences.
- Your child may be placed on an Attendance Support Plan for a set period to allow us to monitor your child's attendance. We would expect 100% attendance and no absences for illness or medical appointments would be authorised without supporting evidence.
- If there is no improvement during the monitoring period or your child's attendance continues to fall, we would refer to North Yorkshire County Council and a Pace Caution Formal Interview will be arranged with them.
- Failure to ensure your child attends school regularly is an offence under the Education Act 1996 Section 444 and, following referral to the Local Authority for statutory intervention, may be dealt with by the following: a Prosecution in the Magistrates Courts under s444 (1) or (1A) of the above Act, a Penalty Notice being issued or an application made to the Family Courts for an Education Supervision Order under Section 36 of the Children Act 1989.

**Who should I contact if I have any questions or concerns about my child's attendance?**

- Please contact me on 01423 886026 or email [support@hookstonechase.nsat.org.uk](mailto:support@hookstonechase.nsat.org.uk) in the first instance.
- A copy of our Attendance Policy is available on our website or please contact the school office to request a copy.

Yours sincerely,

Mrs M Lee  
Pastoral Lead