



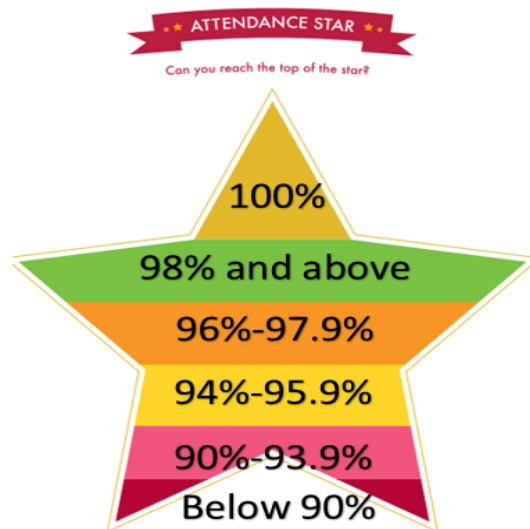
Can I get help if my child is not attending school regularly?

We are keen to work with parents/carers to resolve poor attendance issues rather than resort to enforcement actions such as Fixed Penalty Notices or Prosecution.

If you are experiencing difficulties in getting your child to school, please let us know. There may be a problem that we can help with.

Mill Hill's Home School Link Worker, Mrs Yvonne Dixon, can offer support and advice to help secure improvement in your child's attendance.

We will support you and celebrate with you!



Please be aware that from January 2018 these new colour bands will be used to support all attendance systems, including half termly letters and requests for punctuality and attendance meetings.

Supporting you and your child to reach the top - and stay there!

The Mill Hill attendance star!



This is the Mill Hill attendance star. It helps us to know how well we are attending school and to improve our attendance until we stay at the top.

We also recognise that many children are already good and even excellent attenders and want to ensure this is celebrated! Our coloured bands help us to do this. An attendance board will be displayed in each classroom and the children's names will be displayed on the coloured band which represents their percentage attendance. These will be updated every Monday in class as a whole class activity with the class teacher.

Celebrating:

- ♦ If a child maintains green or gold each week they receive 5 house team points.
- ♦ If a child moves up a band they receive 5 house team points and a postcard is sent home to inform parents of this.
- ♦ **If a child maintains an improvement or improves on an improvement for 1 month they are invited to a special afternoon tea with a member of the attendance team.**
- ♦ Each half term those who are band orange or green receive 1 raffle ticket.
- ♦ Each half term those who are band gold receive 2 raffle tickets.

PRIZE DRAW— raffle tickets are entered into a prize draw each half term for a £25 voucher donated by 'Beal's estate agents'.

- ♦ Termly a gold star pin badge will be awarded to those with 100% for that term.



School Attendance Information for Parents



Promoting good attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home School Agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance. To help us all to focus on this we will:

- provide information on all matters related to attendance on our website
- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments
- celebrate good attendance and sustained improvements. Please see reverse for details.

Attendance Facts

The Law states that all children of compulsory school age (5-16yrs) must receive regular full time education.

It is the parents' legal responsibility to ensure their child attends school every day and on time.

Holidays, shopping trips and visits to relatives MUST be arranged in the school holidays and not during school time.

Responsibilities of pupils:

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school before registers open at 8:50am

Responsibilities of parents/carers :

Ensuring your child's regular attendance at school is a *parent/carer's legal responsibility* (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- inform the school on the first day of absence
- discuss with the Home School Link Worker, or member of the attendance team, any planned absences well in advance
- support the school with their child in aiming for 100% attendance each year
- make sure that any absence is clearly accounted for by telephone no later than 9:00am on the first and subsequent days of absence
- avoid taking their child out of school for non-urgent medical or dental appointments
- only request leave of absence if it is for an exceptional circumstance.
- take responsibility for registering their child at the office if they are late.

Recording Attendance

Legally the register must be marked twice daily. This is once at the start of the school day at 8.50am, and again for the afternoon session at 1pm.

This adds up to 2 sessions a day which is 10 sessions a week. This is important information to consider when it comes to unauthorised absence which could lead to fixed penalty notices.

When should my child miss school?

There are times when it is obvious that your child is simply too unwell to go to school. Please see our 'guidelines on school absence due to illness' leaflet to support you in making your decision. You will find a copy of this at the school office or on our website. There are many minor illnesses that can be managed in school. We are happy to support and advise.

Reporting an Absence

If your child is too unwell to come to school, please call the school before 9am. If you have to leave a message, please state your child's name, class, reason for absence and likely date of return.

023 9225 6955

It is important to be on time at the start of the morning and afternoon school sessions.

The start of the school day is used to give out instructions and organise work. If your child is late they can miss work time with their class teacher, getting vital information and can cause disruption to the lesson for others.

The school day begins at 8:40am and all pupils are expected to be in school at this time. Morning registration is at 8:50am and it closes at 9:00am.

Attendance is a matter of safeguarding and if we do not hear from you and your child's attendance is unauthorised, please expect to hear from us. This may be a text, call or home visit.

All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.

Arrival after the close of registration will be marked as an unauthorised absence and coded U in line with Hampshire County Council and Department of Education guidance. This mark shows the child to be on site, but is legally recorded as an absence. PLEASE BE AWARE THAT THIS IS INCLUDED IN THE 10 SESSIONS WHICH COULD LEAD TO PENALTY NOTICES.

Holidays In Term Time

The law around holidays in term time has changed over recent years. Details of these changes can be found at:

<http://www.legislation.gov.uk/ukxi/2013/756/regulation/2/made>

or on our school website www.millhillprimary.co.uk

The key amendments are as follows:

Headteachers can no longer grant any leave of absence during term time unless there are exceptional circumstance. A family holiday does not fall into the category of 'exceptional circumstances'.

Any application for leave must be made in advance by a parent with whom the child resides.

The Headteacher's decision is final.

Your decision:

Please think very carefully about deciding to take your child out of school during term time. If the school refuses your request and your child is still taken out of school, the absence will be recorded as unauthorised. If your child accumulates five days of unauthorised absence you may be issued with a Fixed Penalty Notice. A Fixed Penalty Notice is £60 and is issued to each parent for each child. For further information please see our attendance policy which can be found on the schools website or request a copy from the school office.