

Attendance Policy: Key Points For Parents



HAWKSWORTH WOOD
PRIMARY SCHOOL

Regular attendance at school is essential to help your child make progress in their education and maintain friendships. We aim for all pupils at Hawksworth Wood to have **at least 97% attendance** at school to help them get the best start. **This means...**

Being punctual.

School opens at 8:40am. Please help to make sure your child arrives at school for registration at 8:55am.

No unauthorised absences.

The school will not authorise absences for:

- ✗ Term time holidays
- ✗ Parent/carer illness
- ✗ Shopping or birthday treats
- ✗ Visiting family or friends
- ✗ Oversleeping
- ✗ Appointments for other family members

Absences **may** be authorised for:

- ✓ Genuine pupil illness
- ✓ Urgent pupil appointments
- ✓ Religious observations
- ✓ External exams

Please note that unauthorised absences may result in the issue of penalty notices.

At Hawksworth Wood, we reward good attendance!

We also have systems in place to support pupils and families when attendance is lower than expected.

Tier	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
% Attendance	100% - 97%	97% - 95%	95% - 92%	92% - 90%	90% - 85%	< 85%
Rating	Outstanding	Just below 97% Challenge	Area of Concern	Risk of Becoming a Persistent Absentee	Persistent Absentee	Serious Concern
Action	Half termly rewards. End of year award. Recognition of excellent attendance.	Rewards and incentives. Motivation and encouragement to meet 97% Challenge.	Parent contacted to discuss concerns. Weekly monitoring of attendance to see improvement.	Action plan created with parents. Possible actions: Early help referral meeting. Referral to the local authority attendance team.	Action plan requiring medical evidence of absence. School panel meeting if no improvement. Referral to local authority attendance team.	Referral to local authority school attendance panel. Case created for prosecution in the courts.

Thank you for your support in ensuring your child's excellent attendance!