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*Be strong and
courageous.....for the
Lord your God is with you*

18th September 2024

Dear Parent/Carer

Working together to Improve School Attendance

As the term progresses, I would like to remind all parent/carers of the expectations around school attendance and absences from school as set out either by HWCE or the Department of Education in their updated 'Working together to improve school attendance' document.

School Arrival/Late Arrival

School starts at 08.45 am promptly and children may arrive for a soft start anytime from 08.30am. Arrivals once the gate is closed at 8.45am must enter through the school office. Parents are expected to sign children in from 08.50am with a reason for late arrival. Children will be marked as late on the register as follows:

From 08.50am Late Arrival

From 08.55am Unauthorised late after the register has closed which will count as an unauthorised absence for that session.

It is understood that there may be rare occasions where lateness is unavoidable due to unforeseen circumstances (weather, accidents etc) and of course these specific circumstances will be noted.

School Pick Up

School finishes at 3.15pm and children must be collected on time by an authorised person, aged over 16. Please let the office know if an alternative person will be collecting your child as soon as possible so we can ensure the person dismissing the class is aware. If you arrive after 3.20pm, you will be asked to collect your child from the office and sign them out.

Absence Requests/Penalty Notices

Parents are expected to ensure their child attends school every day that the school is open except when a statutory reason applies. The following is also expected:



- Notify the school as soon as possible when a child has to be unexpectedly absent (ie sickness)
- Only request Leave of Absence in exceptional circumstances and do so in advance
- Book any medical appointments around the school day wherever possible

HWCE has not historically issued penalty notices, however these can be given where the absence has been recorded as unauthorised and reached a threshold of 10 sessions (5days) in a 10 week rolling period. There is a national framework for issuing penalties and it is likely that parents taking unauthorised absence at HWCE will be issued with a penalty notice in future as we are seeing increased requests for absence and holiday in term time which can have a detrimental effect on children's education.

The decision will be made following the national guidelines and will not be a blanket position , judgements are to be made on each individual case to ensure fairness and consistency across the country and will be checked by the local authority.

Your sincerely



Mrs C Hawkins
Headteacher

