



ATTENDANCE MATTERS

Every school day counts!



Children need to attend school regularly to benefit from their education. At Black Horse Hill we firmly believe that every lesson counts, as does every day at school. For a child to reach their academic potential high attendance at school is essential. We expect children to attend school if they are fit enough to do so. We believe that our children should enjoy coming to school and we provide a caring and rewarding environment for the children to learn. This letter is to provide parents/carers with information about our attendance policy.

How parents and carers can help-

- ❖ If your child is fit and well make sure they are in school.
- ❖ Telephone us on the first day of absence (before 9.30am) if your child is ill.
- ❖ Provide a written explanation as to why your child has been absent from school when they return.
- ❖ In line with new government legislation do not take family holidays during term time.
- ❖ Talk to us if you are concerned about your child's attendance.
- ❖ Don't let the age of your child be an excuse for keeping them off school.

At Black Horse Hill we will-

- ❖ Aim to provide a welcoming, exciting and rewarding place to learn so our children want to come to school.
- ❖ Reward attendance which is above 95% by giving certificates and rewards.
- ❖ Provide you with information about your child's attendance which is simple to understand (see overleaf).
- ❖ Provide support and advice from external agencies if there are issues preventing good attendance at school e.g. School Nurse
- ❖ Treat all applications for absence from school on their own merits.



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Reporting to parents/carers

Parents/carers will be provided with termly information on their child's attendance. Attendance will also be discussed at Parent/Teacher meetings in October and March. A traffic light system will be used to inform parents/carers how their child is doing.

GREEN = Good! Keep it up!

All pupils with 96% attendance or higher will be rewarded with a green certificate to bring home. Consistently high attendance across the school year will be celebrated and rewarded at the end of each term. The children will have a say as to what this treat might look like!

AMBER = Worrying

Attendance between 90% and 95.9

% would raise concerns for pupils' progress and parents/carers will be alerted with an 'amber' letter, which may help to identify patterns of absence which we could address.

RED = Serious Concern

For attendance which falls below 90%, parents/carers will receive a red letter outlining absences for the term, and highlighting the serious impact that this would have on progress if it continued. The Education Social Welfare Officer will become involved and a Fixed Penalty may be issued by the Local Authority.

Remember the school day begins at 8.50am (8.55am for F1) and ends at 3.05pm (12 noon or 3pm for F1).

If a pupil arrives late after the registers are closed on 10 or more separate occasions a Fixed Penalty Notice may be issued.

Our attendance figure for 2017-2018 was 95.57%