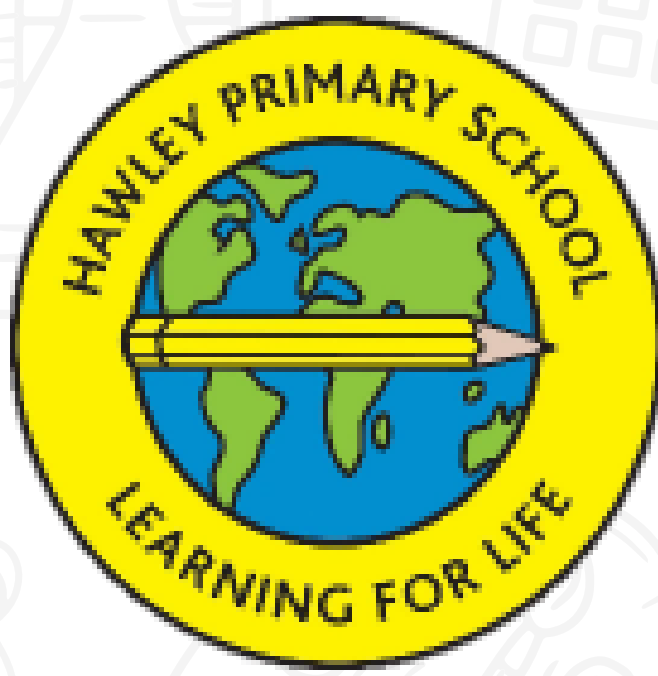




MOMENTS MATTER, ATTENDANCE COUNTS!

A Guide for Parents and Carers on Attendance Expectations at Hawley Primary

Our Attendance Target: 95% or Above

Every school day offers your child a chance to learn, grow, and build friendships. We expect all pupils to aim for **at least 95% attendance** across the 190-day school year.

What Do the Percentages Really Mean?

- **100% Attendance** = 0 Days Missed. Perfect! Your child is getting the absolute best start.
- **95% Attendance** = Around 9.5 Days Missed. This equates to 2 full weeks of learning lost over the year.
- **90% Attendance** = Around 19 Days Missed. This is classified as **Persistent Absence**. It means 4 full weeks of school missed, which significantly drops academic progress.

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Punctuality: Every Minute Matters

Arriving late disrupts your child's morning routine, causes anxiety, and misses vital registration instructions.

- **5 minutes late** every day = **3 days** of learning lost each year.
- **15 minutes late** every day = **2 weeks** of learning lost each year.
- **Gates open at: 08.15am**
- Arriving after registration closes i.e. after 8.30am for KS2 and after 8.40am for EYFS and KS1, is recorded as an unauthorised absence.

Mild Illnesses: Should They Be in School?

The NHS and the Chief Medical Officer advise that it is usually **appropriate** to send your child to school with mild seasonal symptoms, including:

- A minor cough or runny nose
- A mild sore throat
- General tiredness (if no fever is present)



When to keep them at home: Only keep your child home for severe illnesses, a high temperature, or a contagious condition (e.g., vomiting/diarrhoea, which requires 48 hours at home from the last episode).





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Term-Time Holidays & Unauthorised Absences

Taking holidays during term time causes a significant "ripple effect" on your child's learning. Headteachers cannot grant any leave of absence unless there are exceptional circumstances.

National Penalty Notice Framework

Under statutory UK rules, schools are required to consider a fine when a child misses **10 or more sessions (5 days)** for unauthorized reasons:

- **First Offence:** £80 per parent, per child if paid within 21 days (rising to £160 if paid within 28 days).
- **Second Offence:** A flat rate of £160 per parent, per child within 28 days.

We Are Here to Support You!

We understand that some children face complex barriers to attending school, including emotional wellness or physical challenges. We operate a **support-first approach**. If your family is struggling, please reach out to us early so we can work together on a plan.

- **To report an absence:** Call 01276 31048 before 9.00am on **every day** of absence, reporting child's name, class and why they are not in school, not just 'unwell'
 - **Attendance Lead Contact:** Jane Lody
email: j.lody@hawley.hants.sch.uk
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