



Thursday 18 July 2024

Dear Parents & Carers,

Attendance

As part of the current Government drive around attendance, we are expected to closely monitor your child's time at school. This includes arrival times and their daily attendance. Here at Hawley, we know how important it is for all children to be in school, on time to access their learning.

For your information, these are the processes we are expected to use according to the Hampshire and Department of Education guidelines:

- Attendance is monitored over 100 sessions (50 days) and each child has 2 marks per day. If 10 sessions/5 days are marked as unauthorised, then penalty process begins.
- For persistent lateness before the register closes at for KS2 at 8.30am and EYFS and KS1 8.40am, we will meet with families to discuss concerns. If lateness continues the marks will be logged as unauthorised. Then, a warning letter is emailed with a timeline for improvement, and a penalty notice will be issued if no improvement is made.
- If lateness occurs after 8.40am for KS2 and 8.50am for EYFS and KS1, the morning session will be unauthorised, even if your child is in school.
- Medical appointments to be booked outside school times where possible.

Holiday during term-time will not be authorised unless there are extenuating circumstances and unavoidable. A Leave of Absence form must be completed and submitted to school in advance of the trip. Approval will be determined on an individual basis by the Headteacher. If holiday is refused, but still taken and it meets the threshold of 10 unauthorised absences, the penalty notice will be issued. The sessions do not need to be consecutive for the 10 sessions to count. For example: 3 unauthorised days in September and 3 unauthorised in December will be added together to create a total of 12 sessions.

As a school we want to work with you and try to avoid having to issue penalty notices, so please get in touch with us if you require support with your child's attendance. Often there can be simple steps we can put in place to help.

Many thanks for your continued support.

Yours sincerely

Jane Baker
Headteacher

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

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