

**ATTENDANCE  
MATTERS**



*Creating Meaningful Futures*

# Attendance Policy for Parents/ Carers



**Hawthorns School believes that if children are to benefit from education - good attendance and punctuality is crucial.**

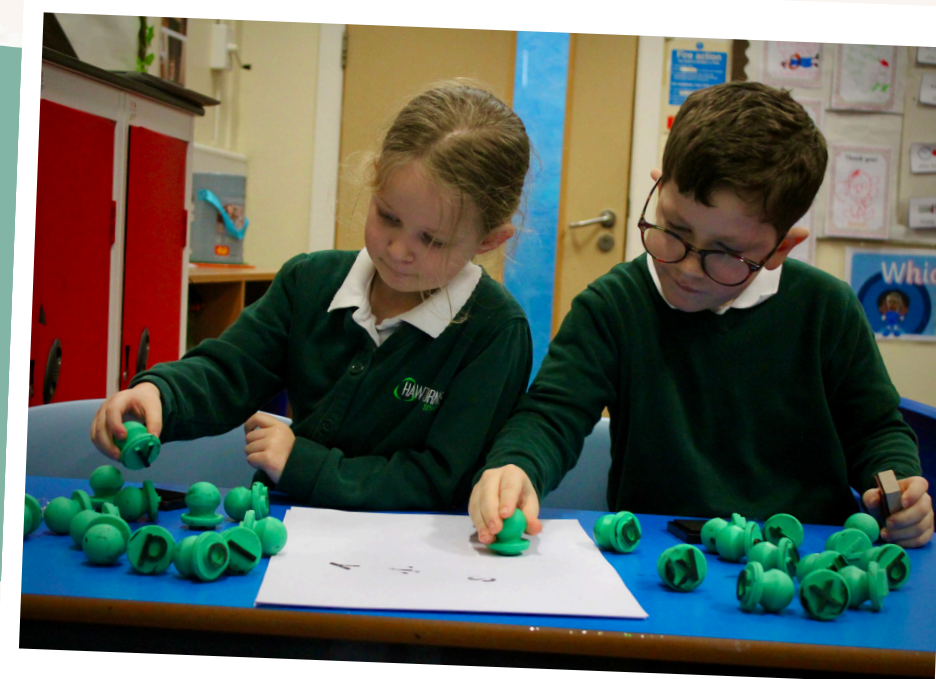
**Regular absences and poor punctuality can have a serious impact on a child's learning through repeated missed learning.**

## **What will Hawthorns school do?**

- Celebrate good attendance.
- We will work with you to support improvements in attendance.
- Send letters highlighting concerns - attendance & punctuality.
- Refer you & your child to outside agencies for help and support.
- Make home visits when we are concerned and when we have not received contact from you regarding absence.
- Create an action plan and set targets to support you to make improvements

## **How can parents support good attendance?**

- Talk to your child about their day and celebrate their achievements.
- Let your child know that you think attendance is important and is not right to miss school .
- Encourage a routine home - bedtimes, homework, uniform.
- Avoid unnecessary absence - make medical appointments outside school hours or after 1:30pm & do not take holidays in term - time. Children may feel ill in the morning but recover quickly by lunchtime. Bring your child in later in the day, if they feel well enough.



**Our full  
Attendance Policy is  
available on our website**

School Policies  
<https://www.hawthornsschool.org/school-policies/>



## It is your legal responsibility to ensure they attend every day on time

If your child has continued poor attendance at school or you remove your child for an unauthorised leave of absence and you do not engage with us, you may be at risk of a penalty notice fine or a referral to the Local Authority for prosecution.

**Penalty notices incur a fine of £80 if paid within 21 days or £160 if paid within 28 days of the notice being served.**

**Failure to pay this fine may result in being summoned to appear in the Magistrate Court.**

Leave of absence in term - time will not be authorised, unless there are **'Exceptional Circumstances'**  
Please complete the request form available at Reception or from the school website.

If you are concerned about your child please contact our Family Multi Agency Link Worker

**Mrs Jones**  
on  
**0161 370 1312**



The school day starts at 8:50am. Children should arrive in school by 9am.

If you arrive late, please report with your child to reception to sign in and provide a reason.

We look at each leave request individually and respond in writing. Please complete requests at **least 2 weeks in advance of dates requested.**

It is essential that parents pick up messages from school & reply ASAP.

It is also important to inform school or any changes in your phones numbers.

# Absence Procedures

Hawthorns school requests that parents/ carers of pupils contact school **on or before 9am on the first day of absence** by calling...

**0161 370 1312**

This is part of our safeguarding expectations and procedures.

If contact is not received we will make a telephone call to parents/ carers.

We will also contact all emergency contacts.

If no contact is received, our staff will make a home visit to ensure you and your child is safe & to discuss reasons for absence.

Should absence without contact continue following the initial absence, Hawthorns school may contact the police via 101 requesting a 'safe & well check' - this is only to be initiated where appropriate.

It is a shared responsibility between parents and school to update regularly on absence of more than 2 days



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