

7 January 2020

Dear Parent/Carers,

Hungerhill believes that excellent attendance and punctuality is the key for our students' success. It is the foundation upon which the school and home can work together. Therefore, we must ensure that attendance and punctuality are the highest they possibly can be in order to prepare our students for their future adult life. We request support from parents in order to keep absenteeism and lateness to an absolute minimum.

Recently published data shows that students with an attendance of 93-94% achieved, on average, more than a full grade lower in their GCSE subjects compared to those with 98-100% attendance. When a student's attendance drops to 90% the difference is 2 grades. Attendance really does matter.

Every year, a number of students in each year group achieve 100% attendance records, showing that this is an achievable milestone. Indeed, a number of students achieve this level of attendance in successive years. Hungerhill School expects all our students to achieve a minimum of 97% attendance and sets this as a target for each student.

Schools have a duty of care to ensure we work with students and their families to improve attendance by removing any possible barriers that prevent them from accessing school. In order to facilitate this, **we will now be following up on absences which put a student at risk of not meeting their attendance target, by text, phone call, letter, or invitation to a meeting with key staff in order to discuss how we can work better together to help them.** Attendance support plans will be put in place as appropriate.

We are continuing to develop a number of attendance strategies to support every student's personal and academic development and ask for your continued support with this. Attached are a number of ways you can support us to help improve your child's attendance:

If you have any questions or wish to discuss in private any circumstances that are causing short term difficulties at attendance, then please do not hesitate to contact the Attendance Officer or Student Support team.

Yours sincerely,



Mrs L Pond
Interim Headteacher



National Teaching School
designated by

National College for
Teaching & Leadership



National Support School
designated by

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Strategies to improve attendance

Appointments:

Please arrange all appointments outside the school day wherever possible. If you do need to make an appointment during school hours, please can you ensure you book it early or late in the day as possible. If this is unavoidable, ideally students should attend before their appointment, sign out and return to school after their appointment. It is essential that your child is present for morning and afternoon registration which is taken at 8:40am and 1:10pm respectively. Attendance marks cannot be given if they are not present at these times.

If the appointment is early and your child will not be present from morning registration, please notify the Attendance Officer in advance, write a note in your child's planner and send in confirmation of the appointment in with your child. Without notification on arrival your child will be marked "unauthorised late" and your child may receive a detention for late arrival.

A full day's absence will not be authorised for a medical appointment, unless it is a medical appointment lasting the full day and copies of the appointment cards/letters have been sent into the Attendance Officer.

Holidays:

Holidays during term time will be unauthorised expect in all but exceptional circumstances. For the school to consider exceptional circumstances, a leave of absence form with any supporting evidence must be submitted at least four weeks before the proposed start of the holiday. All holidays will be classed as unauthorised, unless you receive confirmation in writing from the school that the holiday has been authorised. All holidays unauthorised will be referred to the Local Authority who in turn issue an Educational Penalty Notice. Please visit <https://www.doncaster.gov.uk/services/schools/holidays-during-term-time> for more information.

Lateness and Punctuality:

All students are expected to arrive on time but we are aware that on occasions lateness may be unavoidable. We ask you to contact the school/Attendance Officer as soon as possible or write a note in your child's planner explaining the reason for their lateness. Any student who arrives late without a note or notification will be marked as late and will receive a 30-minute lunchtime detention. Please also refer to the previous letter sent out regarding punctuality – the current roadworks and traffic issues will not be accepted as reasons for lateness.

Absence:

Please can you be aware that we require you to contact school each day that your child is absent. You can notify the Attendance Officer by phone call (you can leave a message 24 hours a day) or email absence@hungerhillschool.com. Please be aware that illness over 2 days may not be authorised without medical evidence. If your child is absent for 2 or more days we may make a safe and well visit, even if we have a reason for absence.



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Registered Office: Hungerhill Academy Trust, Hungerhill School, Hungerhill Lane, Edenthorpe, DONCASTER, DN3 2JY
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