



HUNGERHILL LANE  
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23 September 2022

Dear Parents/Carers,

**Re: Attendance**

This term we will be sending your child's attendance by email on a weekly basis. Previous years have meant that attendance in school has been a challenge. At Hungerhill School we take pride in having high standards and aspirations for all our students. Our aim is for every student to have 100% attendance. There is a direct correlation between attendance and attainment, and we look to ensure that students can achieve their full potential.

We have attendance incentives taking place all year, starting with a trip to the Savoy at Christmas. As well as the Christmas Advent incentive that was a huge success last academic year. Students must attend well to get awarded with the excellent opportunities that are being offered. There will also be an opportunity to win 'Flip Out' tickets as well as larger prizes for excellent attendance throughout the year at the end of the school year. Please encourage your child to come in when they can. Please be aware that the minimum attendance to qualify for our rewards events is 97%. Any exclusions or unauthorised absences during the term preceding the rewards event will result in your child not being eligible to attend. If your child is ill or absent during registration for a medical appointment their attendance will be affected regardless of whether this absence is authorised. We cannot legally give a child a present mark if they are not in school.

Please see below link to our latest initiatives.

[Hungerhill School - Attendance Matters Spring Term 1 2022](#)

Hungerhill School base their support for attendance on the current guidance on offer to schools, which can be found on <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

The Anti-Social Behavioural Act 2003 introduced Legislation that made provision for a Local Authority to issue Education Penalty Notices. These notices require a fine to be paid by parents/carers of students who have unauthorised absence from school during term-time

**An Education Penalty Notice (EPN) can be issued in three situations:**

1. If a Holiday or other leave of absence is taken during term-time without the authorisation of the Headteacher.
2. If a Pupil has a period of unauthorised absence from School following an EPN warning letter, and the attendance does not improve within 15 days.(If you do receive a warning letter from your child's school about their attendance you should get in touch with the school as soon as possible.
3. If a pupil is excluded and is found in a public place during school hours. Any absence which does not meet the criteria of being 'an exceptional circumstance' will be marked as unauthorised absence and as such you may be at risk of receiving an Education Penalty Notice. Please be aware that BOTH parents are at risk of receiving an Education Penalty Notice for EACH child of the family with a period of unauthorised absence from school in line with Section 23 of the Anti-Social Behaviour Act 2003.



Hungerhill School is part of the Brighter Futures Learning Partnership Trust  
Brighter Futures Learning Partnership Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company Number 07939747), whose registered office is at Hungerhill School, Hungerhill Lane, Edenthorpe, Doncaster, DN3 2JY.

### Attendance %

A normal school day is made up of two sessions; morning and afternoon, and a student receives a mark for both. For each session a student can be present or absent, and a student's overall attendance is the percentage of sessions for which they are present.

### Authorised absences

The number of sessions (AM and PM) where a student has been given an absent mark for authorised reasons (e.g. medical or dental appointments, illness).

### Unauthorised absences

The number of sessions (AM and PM) where a student has been given an absent mark for unauthorised reasons (e.g. holiday not authorised by the school, no reason provided for absence).

### Late sessions

The number of sessions (AM and PM) where the student has been late to the school before the register has closed. A late mark is still counted as statistically present but helps identify those whose punctuality is not good.

**10 minutes late every day = 32 hours lost learning each year.**

Each school day consists of two registration sessions, morning (period 1) and afternoon (period 4). We encourage appointments to take place outside of school times.

### Methods of contact

**email:** [absence@hungerhillschool.com](mailto:absence@hungerhillschool.com)

**phone:** 01302 885811 option 1

### Medical Appointments

Medical appointments should be made out of school hours where possible. If this is not possible, we expect students to attend **before their appointment** and **return afterwards**. This reduces the valuable learning time they lose as a result. Students will require either:

- a note in their planner
- a copy of the appointment letter to show staff.

If your child will be late to school due to an appointment you should call the school in advance to inform us. Please do not rely on your child showing their Form Tutor a note the day before.

### Illness

We understand that children do occasionally become ill, however we expect parents to still send their child into school with minor ailments such as a headache or slight cold. If your child is absent for more than 2 days we will require medical evidence via:

- a date stamped compliment slip confirming your visit to the doctors,
- a prescription or
- medicine bottle.

If the student can then show this evidence to the reception staff on their return, the absence will be authorised. (Please note that the school is not asking any parent/carer to incur a charge for such information).

**If your child is too unwell to attend school, please contact the Attendance Team by any of the methods above for every day of your child's illness.**

**Please be aware any unexplained absence will automatically be deemed as unauthorised.**



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## Covid19

Most people in England are no longer advised to get tested. Lateral flow tests are no longer available from schools as part of our transition to living with Covid-19 and the latest public health advice is that testing should not be carried out. Any absence due to covid will be logged as an illness this will affect the overall attendance percentage on the attendance record.

## Home visits

Home visits are completed by the school to check on the wellbeing of the child. These are completed whether parents have contacted school or not.

## Holidays

May I also take this opportunity to remind parents who wish to take holidays in term time, in line with the Governments legislation effective from 1<sup>st</sup> September 2013 **no** requests for holidays will be authorised except in exceptional circumstances. Any holiday requests that are unauthorised may receive an Education Penalty Notice.

For school to consider exceptional circumstances, the following process is followed

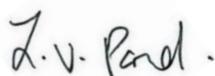
- A leave of absence form along with any supporting evidence must be submitted at least four weeks before the proposed start of the holiday.
- If your employer chooses your holidays for you, evidence must be provided to show that there is no opportunity to take leave during school holidays.
- All holidays will be classed as unauthorised, unless you receive confirmation in writing from school to confirm that the holiday has been authorised. There are no exceptions.
- Your request will not be authorised if your child's attendance is below the respective school's attendance target of 97% for the 12 months prior to application.

All holidays that are unauthorised will be referred to the Local Authority to issue a Fixed Penalty Notice. When a Fixed Penalty Notice is issued, the penalty is £60 per child, per parent/carer when the payment is made within 21 days. After 28 days this will increase to £120.

Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at the school. Please note that a separate Fixed Penalty Notice will be issued to each parent/carer for each child and all monies are payable to the Local Authority.

School holidays can be found here [School holidays and term dates - Doncaster Council](#)

Yours sincerely



Mrs L Pond  
Headteacher



Mrs J Laidlaw  
Deputy Headteacher

