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January 2024

Dear Parents/Carers,

This term we will be sending your child's attendance by email on a weekly basis. At Hungerhill School we take pride in having high standards and aspirations for all of 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 round. The Autumn Attendance Reward was a cinema voucher to the local Savoy cinema; Spring Attendance Reward is a voucher for Ten Pin Bowling at the Lakeside; and the Summer Attendance Reward will take place in school, where students will get chance to partake in the water inflatables activity course for half a day. For students to qualify for these rewards we require high expectations for attendance collating in 97-100% attendance for any particular term. Students who accrue 97-100% for the whole of the academic year will automatically be entered into a prize draw to win an Apple iPad.

The Christmas Advent incentive that we run alongside the Savoy cinema reward every year was and continues to be a huge success for both the student and their families. However, students must attend well to get rewarded with the excellent range of opportunities that are being offered. This is where the support of our Hungerhill parents and carers are crucial. We need your support - please help us to help your child and drive forward our attendance initiative. Please encourage your child to attend school when they can. Please be aware that the minimum attendance to qualify for our rewards events is 97%. Any exclusions, or unauthorised absences during any term preceding the rewards events will result in your child not being eligible to receive the rewards.

If your child is ill or absent during registration for a medical appointment then 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. With this in mind, I would like to encourage you to make any appointments outside the course of the school day, when possible. Where this is unavoidable, please ensure that your child attends school for morning registration until 09:00AM, and likewise for afternoon appointments please ensure your child is in school for their PM registration until 13:15. This will help to reduce the impact on your child's overall attendance figure.

We understand that this is not always possible, so please continue to communicate any issues to our supportive Attendance team. Absences should be reported before 09:00 before AM registration closes, and where possible medical evidence e.g. appointment cards should be provided.

Please see below link to our latest initiatives.

[Hungerhill School - Spring 2024 - Attend, Achieve, Succeed](#)



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.

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.

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, exceptional circumstance i.e., family funeral or bereavement).

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 at 9am. A late mark is still counted as statistically present but helps identify those whose punctuality is not good. Student who arrives after 8:40am will be issued with a same day 30 minutes after school detention. Student who arrives after 9am will be issued a same day 1 hour after school detention.

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

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



Late to Lesson

Late to lesson are monitored daily, if a student receives 3 or more late marks in a week, then a 45 minute after school detention will be issued. The concern with lates is multifaceted:

- A safeguarding concern if your child is not where we expect or with supervision in the case of a medical emergency or lockdown of the school.
- Loss of learning- the start of the lesson is pivotal in recalling previous knowledge and supporting any misconceptions.
- The impact on others learning. Arriving late disturbs the teacher in their delivery of lessons.

Methods of contact

email: absence@hungerhillschool.com

phone: 01302 885811 Option 1

Medical Appointments- **as additional please see the guidance on the letter above.**

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 photo of 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.

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 Government's legislation effective from 1st 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](#)

Frequently Asked Question regarding Attendance:

- **Why do I get letters/email/texts from the school regarding attendance levels?**
The law & regulations state parents must ensure their child attends school regularly & they are committing an offence if they knowingly fail to do so. The school have a duty to inform you what your child's attendance level is so that you can take action to improve it or discuss barriers to do so.
- **My child's attendance percentage does not seem correct?**
Attendance is calculated by the following:

$$\frac{\text{Sessions Attended}}{\text{Sessions available to Attend so far.}} \times 100 = \text{Your child attendance \%}$$

e.g., If your child has missing 1 morning session due to medical appt and they have been 20 sessions (10days) available to attend their attendance will be 95%

If you still are not sure that your child's attendance is correct, please contact the school.

- **Why is my child's attendance not 100% when their absence was authorised?**



Even when school authorise absences for medical appointments or illness we are not able to give your child a mark and this will affect their attendance.

- ***My child was half an hour late to school. Why has this affected their attendance?***

Pupils can not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as present for statistical purposes. However, if they arrive after 9am they will be given the appropriate code for their absence.

Yours sincerely



Miss M Harwood
Deputy Headteacher

