



Holmfirth

Junior, Infant and Nursery School



3 November 2022

Dear Parents,

We would like to provide you with some key information about our attendance procedures.

Holmfirth JIN School is committed to providing an education of the highest quality for all its students. It recognises this can only be achieved by supporting and promoting regular school attendance and excellent punctuality so that all young people take full advantage of the educational opportunities available to them.

We want children to attend school, on time, every day.

We believe that high attendance enables pupils to have better opportunity to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

We recognise that some pupils find it harder than others to attend school, therefore we will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

We ask parents to:

- Establish good attendance habits by acting as a role model.
- Praise even small successes, e.g. getting ready quickly, even if resisting going to school.
- Contact the school as soon as possible to say why their child is absent, and when they are expected to return.
- Only grant days at home for genuine illness.
- If appropriate, arrange for a friend to take a child to school if a sibling is sick.
- Avoid taking holidays in school time.
- Ensure that wherever possible, medical appointments are made outside of the school day.
- Know routines of the school day to avoid issues, e.g. PE + Outdoor Learning
- Establish a good bedtime routine, so that their child can get enough sleep, ready for mornings.

We ask teachers to:

- Provide a safe and secure environment in which to learn.
- Provide engaging and worthwhile learning experiences that encourage students to regularly attend lessons.
- Listen to and value children's views.

As a school we want to:

- Create a school ethos that pupils want to be part of.
- Give a high priority to punctuality and attendance.
- Develop procedures that enable the school to identify, follow up and record unauthorised absence, with effective monitoring and intervention.



CONFIDENCE
LEARNING
ENJOYMENT
ACHIEVEMENT
RESPECT

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- Develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance.
- Encourage open communication channels between home and school.

What time does school begin and finish?	School begins at 8.55am. The school bell will indicate that children should line up with their class. School finishes at 3.15pm.
What time is the register taken?	The school doors open at 8.55am in preparation for registration commencing at 9am. These doors will be closed at 9am. Any arrivals after this time will be via the main entrance. Children will receive a late mark if they are not in school for registration. All children arriving after registration period will be required to report to the office. The reason for lateness is also recorded. Children arriving after registration, but before, 9.15am will be recorded as Late (L). Children arriving after 9.15am will be recorded as Unauthorised Absence (U). If a child has a persistent late record parents/carers will be asked in to school to meet with a member of staff to resolve the problem, but parents/carers can approach us at any time if they are having problems getting children to school on time.
What must I do if my child is ill and therefore going to be absent from school?	Parents/carers must: Contact school as soon as possible on the first day of absence and report the reason. Continue to do this each day until the child returns to school. There are times when we need to contact parents/carers about lots of things, including absence, so we need to have contact numbers at all times. We require at least 3 contacts in order to ensure we are able to reach someone in any emergency. The office will send out forms to request this contact information. There will be regular checks on telephone numbers throughout the year. If a child is absent school will: Phone and text parents/carers before 9.30am on the first day of absence if we have not heard from them. If this is unsuccessful the we record this in our log. Welfare checks will be required if no contact is established.
How do I contact school to report absence?	By telephone: 01484 687565 By email: office@holmfirthjainschool.net
How is absence recorded?	Every half day absence from school is classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of absence is always required.

	<p>Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Absences for religious observance will also be authorised.</p> <p>Unauthorised absences are those which the school does not consider reasonable and for which no “leave” has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:</p> <ul style="list-style-type: none"> • Parents/carers keeping children off school unnecessarily. • Truancy before or during the school day. • Absences which have never been properly explained. • Shopping, looking after other children or birthdays. • Day trips and holidays in term time which have not been agreed. • Repeated illness which is not supported by a doctor or similar professional. <p>PERSISTENT ABSENTEEISM (PA)</p> <p>A pupil becomes a ‘persistent absentee’ when they miss 10% or more schooling across the year for whatever reason. Absence at this level is doing considerable damage to any child’s educational prospects and we need parents’/carers’ fullest support and co-operation to tackle this.</p> <p>We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers will be informed of this immediately.</p> <p>PA pupils are tracked and monitored carefully through our attendance monitoring systems. All our PA pupils and their parents are identified and meetings with the headteacher, class teacher and parents may be arranged. We work together to identify strategies to improve attendance/punctuality. All PA cases are made known to the Local Authority Attendance and the attendance and Pupil Support Service.</p>
<p>Who are the members of staff that deal with attendance?</p>	<p>Attendance is everyone’s responsibility, but key staff members are:</p> <p>Sharon Brown Julian Rose Jon Warrener</p>
<p>What will the school do, if absence has not been reported?</p>	<ul style="list-style-type: none"> • Class registers completed and saved • Late children checked against registers if recorded separately

	<ul style="list-style-type: none"> • Absence calls listened to/attendance emails checked • First day text sent to first name on contact list within half an hour of school start time asking for response • If no response to text call first name on contact list within 45 minutes of school start time • Ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted • If no reply, send second text and email to first and second contacts on list. • Alert HT/DSL that this child is absent and no contact has been made within an hour of school start time • HT/DSL to risk assess the current level of concern and consider whether circumstances warrant a home visit. • Home visit to be made following decision at 9, where possible by school staff or any other agency involved with the child • Contact Police to initiate a “safe and well” check if all other stages have been completed and there is still no contact regarding the absent child. This should be done using the 101 number.
<p>What is leave of absence and how do I apply?</p>	<p>The following extract is taken from ‘Working together to improve school attendance’ published by the DfE (May 2022).</p> <p><i>Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.</i></p> <p><i>If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.</i></p> <p><i>As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.</i></p> <p>At Holmfirth JIN School, along with the Holmfirth Family of Schools, exceptional circumstances when leave of absence of up to 5 days may be considered are:</p> <ul style="list-style-type: none"> • for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education (acknowledgement from the employer/employing body that the holiday cannot be

	<p>taken during the school holidays must be included with the request)</p> <ul style="list-style-type: none"> • when a family needs to spend time together to support each other during or after a crisis. • significant family occasions for example weddings, faith or heritage reasons <p>All requests from parents for leave of absence must be made in writing to the school in advance, at least two weeks prior to the holiday being booked, using the “Application for Pupil Leave of Absence from School” form which is available from the school office or on the website. The request should be sent for the attention of the headteacher and outline the specific reasons why the request meets the requirements of “special circumstances”.</p>
<p>What does the school do to promote good attendance?</p>	<p>Firstly, the school encourages regular attendance through an engaging curriculum that enables all pupils to master key skills. The school’s 4C curriculum (Collaboration, Communication, Creativity and Curiosity) celebrates individuality. Secondly, adults within school care about pupils’ wellbeing and desire that all pupils attend each day, unless ill. Thirdly, school celebrates regular attendance, collectively and individually during Celebration assemblies. Pupils are taught that regular attendance increases future life opportunities.</p>
<p>How does the school keep track of attendance?</p>	<ul style="list-style-type: none"> • Daily registers (morning and afternoon) • Weekly records • Half termly records • Regular monitoring of PA.
<p>What happens if the school is concerned about my child’s attendance?</p>	<ul style="list-style-type: none"> • Letter • Contact (telephone / face to face) • Discussion (identify factors / challenges) • Monitor / review

Yours sincerely

Leadership Team
Mr J Rose, Mr J Warrener, Mrs J Perrons