

Heckmondwike Academy Attendance Policy

September 2024

Heckmondwike Academy has a statutory duty to keep your child safe which includes knowing where they are if they are not in school.

We appreciate that children are sometimes genuinely ill. If your child is going to be absent due to illness, parents/carers are requested to telephone on the first day of absence before 8.35am. If you leave a message on the answerphone service before 8:00am please give your child's name, class and reason for absence and then each morning, for the duration of the absence. If you do not contact the office, school will ring you followed by every contact number we hold for your child until we speak to somebody.

If your child is absent for two consecutive days and we are unable to contact anybody, we will visit the family home to ensure that your child/ children are safe and well. If we are still unable to speak to a named contact, then we may call 101 to seek police assistance in locating the family.


Rewards for Good Attendance and Punctuality

At Heckmondwike Academy, we recognise the importance of good attendance and punctuality and as a result we reward the children in the following ways:

- Weekly mention of the class with the best attendance and punctuality in the celebration assembly.
- Termly individual badges for 100% attendance.
- Children with 96%+ attendance will receive a certificate.
- Children who manage to achieve 100% for the school year; will be entered into a prize draw.

Heckmondwike Academy Attendance Procedures

If there is no improvement in your child's attendance then the following actions may be taken:

- Home visit from a member of the safeguarding team or Head of Academy
 - Education Penalty Notice warning letter
 - Invite to Attendance Support Plan meeting
 - Voice of the Child
 - Education Penalty Notice
 - Court proceedings
-
- 
- A decorative horizontal bar at the bottom of the page, consisting of three colored segments: blue, red, and yellow.

Heckmondwike Academy Attendance Letters

A key part of our attendance strategy will be to effectively monitor and address patterns of school attendance through our 'Traffic Light' Attendance approach. Parents/ carers will be in receipt of a coloured letter informing them of their child's 'Attendance Zone' at the end of each school half-term. The table below explains the different attendance categories:

Colour Zones	Attendance Thresholds
Green Zone	Attendance of 96% and above
Amber Zone	Attendance between 90% and 95.9%
Red Zone	Attendance below 90%

Furthermore, the table below explains the different attendance categories and what it converts to in days/weeks:

ATTENDANCE DURING ONE SCHOOL YEAR	THIS NO. OF DAYS ABSENT	WHICH IS APPROXIMATELY THIS NO. OF WEEKS ABSENT
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

Punctuality – Arriving and Leaving School on Time

School opens its doors at 08:35; children are welcomed by their class teacher and enter the building just before 08:45.

If a pupil arrives after this time, he/she should be accompanied by the parent to school office and they will be marked as late. If they arrive after 9:15am, they will be recorded as an unauthorised absence for the morning, which affects your child's attendance.

You will receive a letter, a home visit and be invited to a support meeting if we are concerned about the number of lates your child has.

Heckmondwike Academy has a breakfast club, and all pupils are welcome. The breakfast club opens at 08:00 and provides your child with a healthy breakfast and the opportunity to develop their social skills. You may find that regular attendance at breakfast club may help improve your child's punctuality.

Please be prompt when collecting your children from school at 15:20; we will begin to call through named contacts at 15:25.

Unavoidable Medical Appointments

We appreciate that some children have unavoidable medical appointments during term time such as speech and language or hospital appointments. All we ask is that you provide a copy of the appointment letter or email.

If it is necessary for a child to be out of school for this reason, the child should come to school before the appointment if it is after 09:00am and be returned to school directly after the appointment. Electronic registration is used in all year groups and taken twice per day at 08.50 and between 13.00 and 13:15.

A school day counts as 2 marks of attendance. Although we cannot mark a child present who is attending an unavoidable medical appointment, if these are their only absences, 100% rewards will not be affected.

Holidays During Term Time

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Kirklees Council expects all parents/carers to ensure that their children attend school regularly.

Absences due to holidays taken during term time can seriously impact on a pupil's academic attainment. Kirklees Council's policy is to only grant leave of absence in the most exceptional circumstances. If permission is given for Leave of Absence, Principal Mr Singh will determine the number of days of absence.

Taking Leave of Absence without the school's permission could result in you being issued with a penalty of £160 issued - per parent, per child. A discounted rate of £80 will apply if the fine is paid within 21 days. The payment must be paid direct to the local authority. Penalty notices can be issued to each parent liable for the attendance offence or offences. Penalty Notices are issued to an individual parent of an individual child. If the same individual parent receives a second penalty notice in relation to the same individual child within a 3-year period, they lose the ability to pay a discounted rate and must pay £160 within 28 days to avoid being prosecuted for the offence.

Local Authorities can no longer issue a third penalty notice to the same individual parent for the same individual child within a 3-year period, parents will usually be prosecuted for the offence via the magistrates court.

Review Date: July 2025