



# Park Hill



## Attendance Newsletter

**Welcome** to our Spring term edition of Park Hill's attendance newsletter. We have high expectations regarding attendance and punctuality and are proud of our overall attendance figures of **97%!**

Our Attendance officer, Nicky Stewart, shared with us that Park Hill's Autumn attendance figure was one of the highest amongst her schools.

Well done and thank you!

### School Matters!



**Remember** the doors open at **8.45** and will be closed at **8:55**.

Children are expected to be in their classrooms for registration at **9am**.

Children arriving after this time will be marked as present but given a late code. (L).



**HURRY!  
HURRY!  
HURRY!**

### Phoning to report an absence

Although we strive for good attendance for all children, we understand that everyone can be ill. If your child is too unwell to come to school, then please phone the school on **024 76466669**

Please phone before **9am** the first morning your child is absent. Leave a message on the school answering system

**stating your child's full name, the name of their teacher and the reason for their absence.**



### At the end of the school day

Picking your child up on time at the end of the day is just as important as getting them to school on time.

Please remember school finishes at **3:30**. If on any occasion you may be late picking your children up, please ring the school office.



### Attendance Rewards

All of the children who have 100% attendance in any one term will receive an Excellence Certificate for attendance, plus a small reward.

**We were delighted to hand out 138 awards for the Autumn term.**

All children with 100% attendance across the whole school year will be recognised with a certificate and will also be entered into a prize draw!



## Family holidays and term time leave

Parents/carers should not remove their child from school during term time without having first requested a leave of absence in writing from the Headteacher.

All requests for authorised absence will be responded to in writing and will only be authorised in the most extreme circumstances.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice.

Parents/carers should ensure that family holidays are not taken in term time.



Please be reminded that if your child is absent without notification then the following procedure will be put in place.

**Day 1:** Office staff/ pastoral team will continue to try and contact family throughout the day.

**Day 2:** Office staff/ pastoral team will continue to try and contact family if **no response by 10am**, then the pastoral team will conduct a home visit.

**Day 3:** Office staff/ pastoral team will continue to try and contact family if **still no response by 10am**, then the pastoral team will conduct another home visit and the Education Welfare Officer (EWO) will be informed.

**Day 4:** The EWO will conduct a home visit.

If you wish to discuss any questions about attendance please contact our Pastoral Team: Mrs Claire Barrett or Mrs Sam Adams  
**02476 466669**

## Interesting Facts ...

Attendance % during one school year	Equals days absent	Equals approximately weeks absent	Equals number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 Days	6 weeks	150 lessons
80%	38 Days	8 weeks	200 lessons

## Did you know?

It has been proven that children who do not attend school regularly are more likely to ...

- Fall behind in their school work
- Find it difficult to keep and make friends
- Be unhappy at school
- Get into bad routines that can affect them getting or keeping a job later in life