ATTENDANCE AT HELLESDON

What **you** need to do

- **Encourage** your child to aim high!
- **Be on time:** The school day starts at 8:20am with Tutor Time. Good routines reduce morning anxiety and prepare your child for the day

Report absence early: Call the Absence Line (**01603 254333**) or use **Class Charts** on Day 1 and *every* subsequent day. Please give a specific reason so we can authorise it.

- **Appointments & Holidays:** Book medical visits outside school hours where possible and keep evidence. Term-time absence must be requested via an Absence Request Form and is only authorised in exceptional circumstances

- **Speak to us early** if your child is struggling with school anxiety, friendship issues or health concerns that make attendance difficult
- **Work collaboratively** with the school to implement any attendance support plans or interventions

What **we** need to do

HELLESDON HIGH SCHOOL

- Create a culture of high expectations
- Use praise, support and challenge to improve outcomes for all

Track attendance: We take accurate registers throughout the day (AM closes at **9:20am;** PM is at **1:55pm**) and classify absence correctly based on the evidence provided

- **Keep you informed:** We will contact you on the morning of **Day 1** if your child is absent without a clear reason and follow up on **Day 3** if they remain ill
- Conduct a **home visit** if we have concerns over the whereabouts and/or safety of your child

- **Celebrate** success and improvements in attendance and punctuality across the school
- Promote the importance of excellent attendance and punctuality regularly through assemblies, rewards, certificates or positive recognition

Intervene early: We monitor data frequently and will communicate with you via letter, email or a meeting to build supportive action plans if attendance becomes a concern

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- If your child is off school without a clear reason, we will contact you on the morning of day one.
- If your child remains ill for 3 days then we will contact you again to check how they are progressing and offer support for their reintegration.
- If we are concerned about the whereabouts of your child, then we will complete a welfare visit to the home address.

1 Attendance Monitoring - If your child is absent for a total of 6 sessions or 3 days.
The tutor will speak to them about their attendance in order to understand if there are any barriers within school that we are not aware of.

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2 Attendance Support - If your child is absent for a total of 12 sessions or 6 days.
The Head of Year will inform your child's tutor and write to you to make you aware of the absence and offer support if appropriate.

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3 Attendance Support Plus - If your child is absent for a total of 18 sessions or 9 days.
The Head of Year will write to you to make you aware of the absence and offer further support.

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4 Attendance Intervention - If your child is absent for a total of 24 sessions or 12 days.
The Head of Year will write to you to make sure that you are aware of the absence and contact you by phone or arrange a meeting to discuss ways in which they can support.

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5 Attendance Action - If your child is absent for a total of 30 sessions or 15 days.
The Head of Year will inform the Head of Key Stage. They will write to you to make you aware of the absence and arrange a meeting to discuss an attendance action plan.

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If attendance concerns continue, the Attendance Team and/or Senior Attendance Champion will be in contact to arrange a Support First meeting. This marks the beginning of more formal Local Authority procedures.

Every absence is unique. The school may adapt this process or follow an alternative route for children with SEND, specific medical needs, or exceptional circumstances.