



Dear Parents/Carers,

At Hurst Hill we want your children to be the best they can be, this is why we aim to provide them with a fun and challenging education. This education also lays the foundations for their transition to secondary school and improves their life long opportunities. Therefore, as we start another year this letter provides you with a clear outline of our attendance expectations.

Our school registration begins at 8:45am, so it is important that children arrive on time. If children arrive after 9am, then a late code will be given. We will monitor late marks for individual pupils and will contact and support parents/carers in ensuring that the child/ren arrive to school on time to minimise learning time lost.

Unbroken attendance at school is important for learning. However, there will be times when absence is unavoidable. Each absence is categorised as authorised and unauthorised; an authorised absence is coded where reasons given are considered valid and unauthorised where no explanation or an unacceptable reason has been given.

Unacceptable reasons for absence

It is not acceptable to assume your child can have days out of school for the following events:

- Funerals
- New babies
- Sibling in family is sick and parent cannot get other child to school
- Parent on holiday and child staying with a relative – relative cannot bring child to school– it is expected that other arrangements are made with family members/neighbours/friends to bring your child to school
- Parent sick on a long-term basis and cannot get child to school – it is expected that other arrangements are made with family members/neighbours/friends to bring your child to school
- Inclement weather i.e., severe snow – if you live within a 1-mile radius of the school, unless there is a babe in arms in the household, or you live in a remote setting, you are expected to get your child to school.

Other unauthorised reasons are:

- Buying new school shoes/summer uniform because parents forgot to do it in the holidays
- Going to the caravan to avoid traffic
- Waiting in for the builder/gas man/delivery driver to arrive
- 'Only Year 6 matters'
- 'Holidays are cheaper'
- Parent/carer/sibling being sick/illness

Actions to take if your child is absent:

If your child is ill, your first action is to call the school as early as possible (and before 9.30am) and let the School Office know your child will not be in school – 01384 818845. The school has a dedicated answer phone system for registering your child's absence - option 1. You can also register their absence via Parentmail. This needs to be done every day of absence (unless your child is admitted to hospital or has a long-term illness-related absence for a period of time – in this instance you do not need to ring every day).



2019-2022

Paul Street, Coseley, Bilston West Midlands, WV14 9AJ | Head Teacher: Mrs R Keen

Telephone: 01384 818845 | Email: info@hurst-hill.dudley.sch.uk | Website:



If your child is not in school and we have not had a phone call by 9.30am, a member of the Attendance Team will contact you to find out why your child is not in school. If contact cannot be made via telephone, then we shall send an attendance officer to your home.

The school also has a Medical Policy that contains information about time allowed for certain illnesses e.g., 48 hours for sickness bugs in line with the Public Health guidelines.

Support

We offer attendance clinics to families who may require additional support with routines to improve attendance. If a child's attendance falls below 96%, then you may be invited into school to discuss a plan of action with the attendance officer. School may also conduct an early help assessment and refer families to outside agencies for additional support where required.

All parents have a responsibility to ensure their child's regular attendance at school and if a child's attendance becomes a matter of concern, school will make a referral to the EIS and support them in the actions that they may take.

The Education Investigation Service (EIS) is responsible for ensuring that parents meet their legal obligations in respect of their child's education and in doing so they may issue penalty fines or take legal proceedings to ensure that parents do so.

Appointments

Medical and dental appointments have a negative impact on attendance too and should always be made outside of school hours, except for hospital appointments where a copy of the letter must be brought into the school office to keep on file.

Please contact the school office if you wish to discuss your child's attendance with our attendance officer.

Yours Sincerely

Claire Johnson
Deputy headteacher

