

## Rewards for good attendance



We hold termly competitions throughout school between the Infants (Reception and Key Stage 1) and the Juniors (Lower Key Stage 2 and Upper Key Stage 2). The winning class at the end of each term is rewarded with All Day Golden Time.

Each week the children also earn attendance tickets by coming to school every single day. These tickets are then entered into an 'attendance ticket draw', with a chance to win some amazing prizes! There is also a weekly prize for the class who have 100% attendance.

At the end of each academic year children who have 100% attendance are presented with a special certificate and medal in assembly. The children will also be entered into a 100% prize draw, with a chance to win an amazing prize!



We hope that this leaflet has been useful in explaining the Attendance Policy for our school.

A complete version of the school Attendance Policy is available from the school office, if you would like one. It is also available on the school website, which can be accessed at [www.hyndburnpark.lancs.sch.uk](http://www.hyndburnpark.lancs.sch.uk)

If you have any queries about the contents of this leaflet, or if you are concerned about your child's attendance please contact school.

We want to see all the pupils of our school achieve their full potential, and regular attendance is vital in achieving this.

Thank you for your continued support.

Hyndburn Park Primary School

Park Road

Accrington

Lancashire

BB5 1ST

Telephone: 01254 233171

# Hyndburn Park Primary School



## Attendance Policy

Headteacher: Ms Tracey

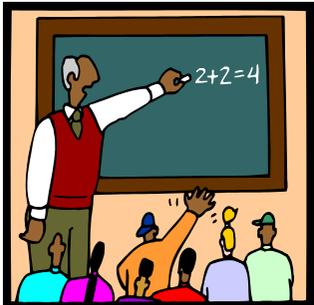


## Summary of School Attendance Policy

At Hyndburn Park, we expect children to attend school every day, as long as they are fit and healthy enough to do so. We feel that the most important way to promote good attendance is to ensure that both pupils and parents / carers have a positive relationship with school.



Research shows that pupils who attend school regularly are more likely to do well in the future. Regular attendance helps children to develop their confidence and to make and keep lasting friendships.



## What is 'good' attendance?

Anything less than 100% attendance means that your child is missing out on their education. For example, 90% attendance is the same as missing half a day each week, or one whole month a year off school.

Punctuality is also very important. **School starts at 8:55am** each morning. Did you know that being just 15 minutes late each morning means your child would miss the same as 10 days off school each year?



## If your child is absent

If you know your child is going to be absent from school, you should:

- Where possible ring school at the earliest opportunity to let us know.
- Send a note to school explaining the reason for the absence (in advance if possible — for example if your child has a doctor's appointment).
- School will contact parents / carers if they are in any doubt as to the whereabouts of a child.



## Holidays in term time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents / carers to help us by not taking children away in school time. There is no automatic entitlement in law to time off in school time to go on holiday. No leave of absence will be granted during term-time. Any period of leave taken without the agreement of the school will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

## The next step

If the attendance of a pupil is low, parents / carers will be contacted and asked to meet with school staff to see how this can be improved. Support will be offered to both parents / carers and pupils as required. The use of a 'Parent/School Attendance Contract' may also be considered. If concerns remain, school may have to consider referral to external agencies. The Local Authority Attendance Team may also consider the use of Fixed Penalty Notices.

