



School Attendance – Getting it right.

School day starts at 8:55am

School day finishes at 3:25pm

Attendance remains a key focus at Hall Green and as parents or carers it is your legal duty to ensure that your child has access to an education, this means bringing your child to school every day it is open and on time - it is a legal requirement. Recently, we have had a visit from Laura Gough, who is our Local Authority Attendance Officer, she is looking at our attendance data and supporting us in challenging absence and supporting families where needed. She will be visiting us every half term.

Absence.

All absences must be reported by 09:30am, you can do this by calling our school number on **0121 588 2080**

You will need to provide a reason for absence and an expected date of return for your child. Staff have been asked to 'challenge' absence, referring to the guidance attached; staff will ask questions to ensure the reason of absence is valid; if it is not a valid reason, the absence will be unauthorised. Remember a cough/cold is not a valid reason for your child to be absent.

If your child is too ill for school, you must call school **every day of the absence**, with the exception of your child being in hospital.

If we do not have contact about a child's absence, a safe and well check may be completed to the family home.

Late arrivals will also be challenged on the late door - late marks do have an impact on your child's attendance, and children miss vital learning, such as phonics, if they are late even by 10 minutes.

Monitoring

Attendance will be monitored weekly; this allows us to see if children are persistently absent or at risk of being so. You may receive letters/texts/calls/home visits etc. if your child falls below 95% and you will be asked to provide medical evidence of the absence moving forward. Please email all medical evidence to anne.shiple@hallgreenprimary.co.uk

You will be aware of your child's current attendance from the letter sent out before Christmas – you can request this at any time by emailing anne.shiple@hallgreenprimary.co.uk

If your child becomes a persistent absentee, a Legal Intervention Referral may be made.

Leave of Absence

Government guidance dictates schools should not authorise a leave of absence (including a holiday) except in exceptional circumstances.

Hall Green do not authorise Leave of Absence for holidays; we will look at individual leave of absence requests and if we feel it is not an exceptional circumstance, it will be unauthorised; this may lead to a legal intervention referral.

If you do need to put in a request for leave of absence, you can find the form on our school website or alternatively you can go to our school office.

Term dates can be found on the Sandwell Council website

Late Collections

The school day ends at 3.25pm.

Sometimes we receive messages at the end of the day to say parents/carers will be late collecting their children due to traffic or other unforeseen circumstances and we accept that sometimes this happens.

However, some parents/carers regularly collect their children beyond 3.25pm and sometimes beyond 3.35pm. It is not the duty of the school to provide childcare beyond the end of the school day, unless there are unforeseen circumstances, and contact with the school has been made.

In order to prevent children being left at the school office, at the end of the school day, each family has 3 opportunities, per academic year, whereby a child can be collected late due to unforeseen circumstances. School will keep a record of each instance. After these 3 opportunities the school will be issuing a charge for the childcare we are providing.

For every 15-minute block a child/children are left at school at the end of the school day, there will be a £5 charge per child to cover childcare. Charges can be seen in the table below:

| Collection Time | Charge (Please note that charges are per child) |
|------------------------|---|
| 3.35pm-3.50pm | £5.00 per Child |
| 3.50pm-4.05pm | £10.00 per Child |
| 4.05pm-4.20pm | £15.00 per Child |

Parents/carers will be given 10 minutes' grace at the end of the school day to collect their child/children. After this time, children will be taken to the main school office for collection. When children are collected from the main school office, parents/carers will be required to sign them out using the paper log. This will be noted as making a late collection and one of your opportunities to collect late will be lost.

If we do not receive contact from a parent/carer past 4pm, a member of the senior leadership team will consider contacting Children's services and will be treated as a safeguarding concern.

Rewards

We continue to reward good attendance weekly; please see our reward system on our attendance policy on our school website.

The schools attendance policy has been amended – you can find it on our school website [here](#)

Most importantly, it is about the children. If children are not in school they will struggle to make friends, they will struggle to keep up with their learning, they will miss out on all the fun stuff and they won't reach their full potential. We want the best for our children; we want them to grow into good and successful adults, and fulfil all of their dreams. So give them a helping hand, get them to school every day and give them the best 'Chance to Shine!'

Thank you for your continued support.

Miss Shipley

Attendance and Safeguarding Officer

A decorative graphic at the bottom of the page consisting of a horizontal yellow brushstroke with three upward-pointing, sun-like shapes above it.

YOUR CHANCE TO SHINE