



Hall Green Primary School,
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25th February 2025

Dear Parent/Carers,

Here at Hall Green Primary School, attendance remains a key priority and is closely monitored, not only by us as a leadership team, but also by the Local Authority.

We will be holding an 'Attendance Drop in Clinic' every Thursday 2pm-3pm.

This will enable you to come and speak to a member of the team if you are worried about your child's attendance and seek any support you may need. To begin with, this will be a drop in service, but if it proves to be popular we will offer time slots.

Research shows there is a direct link between children having low academic outcomes due to high absence rates. Regular attendees make better progress both socially and academically.

Our expectation is for every child to have an attendance of **95%** or above, if your child falls below this, we will get in touch to help support you improving this. If your child falls below **90%**, your child will be a persistent absentee, this is a concern and you will be asked to attend regular attendance meetings.

We expect children to attend school on time every day that the school is open. If your child is going to be absent, parent/carers must:

- Contact school by 9:30am to explain a detailed reason for absence. This can be done by calling 0121 588 2080 and speaking to a member of staff in the main school office
- Parent/Carer must contact school with a reason of absence for **every day they are absent** unless the child is hospitalised.
- If your child is not in school and we have not had a phone call by 9.30am, the school will contact you to find out why your child is not in school. A home visit may be carried out by our Safeguarding Team.

We do not authorise Leave of Absences during term time unless it is in exceptional circumstances.

Kind regards,

Miss Shipley

Safeguarding and Attendance Officer

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