



Holbrook CE Primary School Attendance Strategy

Good attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

Regular school attendance can facilitate positive peer relationships, which is a protective factor for mental health and wellbeing.

Resources for parent/carers:

[Is my child too ill for school?](#)

[How to improve your child's school attendance and where to get support](#)

Supporting Attendance for everyone:

- We create a welcoming, supportive environment to allow all children to gain a sense of belonging and to achieve academically through regular school attendance.
- Children and families are confident to bring worries or issues to school's attention.
- We support all parent/carers with advice for supporting good attendance.

When children are absent we will:

- Make a welfare call if we haven't heard from you and if your child is off for more than a few days.
- Give your child a classroom buddy to welcome them back if they have been off for more than a few days.
- Help your child catch up with any missed learning through their normal lessons.

We ask parent/carers to:

- Let school know by 9.30am why your child is absence.
- Encourage good attendance and an understanding of why it is important.
- Work with school if there are any attendance issues.
- Not book term time holidays.



If children's attendance drops below 95% across a term, we have a staged approach:

Attendance	Action
Between 90% and 95% Stage 1	An alert to your child's attendance will be included in the end of term report with an offer of support.
Below 90% Stage 2	You will receive a letter highlighting your child's attendance and we will meet with you to see how we can support attendance to improve. We will meet with your child to explore how they are feeling about school and what we can do to help them. We will look at catch up learning sessions for your child which could take place before or after school.
Stage 3	If attendance does not improve, or falls into the 'severely absent category', a meeting will be held to explore further strategies to support attendance. An attendance contract will be agreed with parent/carers.
Stage 4	Where attendance continues to be an issue, school will involve the Welfare Services which could result in prosecution.



Attendance at Holbrook CE School

Summary Document

	Everyday	If your child is ill	If your child's attendance is less than 90%	If we have serious concerns about attendance	Taking children on holiday / leave
Home Actions  Home	Bring your child to school every day. 8:35 – 8:45am	Ring school and let them know why. Keep us updated.	Let us know why your child's attendance is low. Let us know if you need support. Attend the meeting.	Attend meetings. Accept support offered. Bring medical evidence if requested.	Complete a leave of absence form from the school office
School Actions  School	Create a welcoming environment for your child.	If we do not hear from you, we will ring. If your child's attendance drops below 95%, we will let you know.	We will send a letter to let you know. We will arrange a meeting to support.	We will arrange a meeting. We will arrange a meeting to support and make an agreement. We will refer to the Derbyshire Educational Welfare Officer (EWO).	The school will only authorise leave in exceptional circumstances. The school may use a penalty notice (a fine).

Ring the School Office: 01332 880277