

Monday 15th April 2024

Attendance Information for Parents and Carers

We would like to say **a big thank you** to all our HVA parents and carers for supporting your children to attend school and engage so well with their learning. We know that this reflects the value our families place on children learning in school every day. We are looking forward to continuing to work together, to support best attendance and learning.

At Haywood Village we want and expect our pupils to attend school every day, unless they are really not well enough to. We believe that children who attend regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. Attending on time every day also helps pupils form good habits which can stay with them throughout their education and on into the workplace.

Return to school arrangements

The first day and week of term are very important in helping pupils to settle into school and the school routine. We know that children who attend every day during the first week of term are more likely to attend well over the year. They are also better settled into the changes that happen in new terms, and therefore more readily able to access learning than those who miss out.

Thank you for your support in ensuring your child returns to school on time tomorrow, Tuesday 16th April 2024.

Support for your child in school

Please remember that we are here to help in any way we can. If you have any concerns about your child that you wish to discuss with us, please do get in touch. If we cannot help directly, we will work with you to help you find other support. You can contact us by visiting the school office, via class emails or through the contact information in the letterhead. We can support your child best when they are in school and have outlined below some important information about attendance expectations at HVA.

Arriving at school on time

Arriving at school on time is essential for the pupil's own learning, it encourages habits of good timekeeping and lessens any classroom disruption. Late arrival means pupils risk missing important information which can seriously disadvantage them.

Pupils can arrive from 8:40am.

- All pupils are expected to arrive at school in good time for the start of the school day at 8:45am.
- If a pupil arrives at school after 9:00am they will be marked in the register as late.

Staff may ask to meet with parents/carers of pupils who arrive late to school, to discuss reasons for lateness and solutions to support them to attend on time.

Illness

Pupils should attend school on every day the school is open, unless they are really not well enough to. Minor illness should not be a reason for staying at home. If your child attends school when feeling slightly under the weather, do let a member of staff know and we will monitor them and contact you if we think they need to go home. If you aren't sure whether or not to send your child to school, please contact the school office and we will be happy to talk this through with you.

If your child is too ill to attend school, you must contact the academy before 8:45am on the first day of absence, to let us know. If your child is ill for more than one day, you will need to contact the academy on each morning of the absence, unless otherwise agreed.

To report an absence, contact the school office on **01934 312720**. Please clearly explain the symptoms your child has, when the symptoms started, and when you expect your child to be well enough to return to school. By law, schools must record all pupils' absences and whether the absence is authorised or unauthorised.

Medical/Dental Appointments

Please try to avoid medical and dental appointments in school time. If this is unavoidable, arrange appointments so the minimum school time is lost. Unless it is an emergency appointment, parents/carers are expected to let the academy know about the appointment in advance, with evidence of the appointment. Your child should still attend school for as much of the school day as possible.

Unexplained Absences

The academy will follow up any pupil absences where the parent/carer has not contacted us to explain why, or where we are unclear about the reason for absence. If you don't tell us the reason for your child's absence, it will be recorded as unauthorised.

Where the academy has cause for concern about the actual reason for a pupil's absence, staff may seek more information or evidence from parents/carers, and/or make a home visit to check the reason. Unauthorised absences may result in a penalty notice or prosecution.

Important reminder about Term Time Leave

Attending school every day helps children and young people maximise their learning and enjoy the benefits of their education. It really does make a difference. For that reason, the academy will not authorise any leave of absence in term time, unless satisfied the reason is exceptional.

We ask parents and carers to request permission in advance, and only if absolutely necessary. Any requests should be put in writing via the appropriate form available from the school office and wherever possible with at least four weeks' notice. The parent or carer who the child normally lives with should make the application. We also ask parents and carers not to make plans without discussing with the academy first, so that we can make good decisions together.

Family emergencies also need careful consideration. It may not always be appropriate, or in the best interests of the child, to miss school for emergencies which are being dealt with by adult family members. Wherever possible, please try to make alternative arrangements for your child so they can still attend school.

It is really important that we know where children are, as we have a duty to ensure they are safe. If we don't know why a child is absent, we will follow our safeguarding procedures. Parents/carers are reminded that unauthorised term time leave may result in a penalty notice or prosecution. To assist parents/carers in booking holidays and arranging other events, please find detailed below the term dates and inset days until July 2025. Our term date information can also be found here <https://haywoodvillageacademy.clf.uk/our-academy/term-dates/>

Thank you for taking the time to read our attendance reminders. We hope you had a restful Easter break, and we look forward to welcoming everyone back to school tomorrow morning.

At Haywood Village Academy, we believe that our community is stronger together, with all of our pupils in school, on time, everyday. We are aiming to provide a limitless education for children through active, meaningful and engaging opportunities. By attending school everyday, we believe we can achieve this success.

	First day of term for students:	Last day of term for students	Inset Days/Bank Holidays
Term 5	Tues 16 th April 2024	Fri 24 th May 2024	Inset Day: Mon 15 th April 2024 Bank Holiday: Mon 6 th May 2024
Term 6	Mon 3 rd June 2024	Tues 23 rd July 2024	Inset Day: Fri 5 th July 2024 (Summer conference)

2024-2025	First day of term for students:	Last day of term for students:	Inset Days/Bank Holidays
Term 1	Wed 4 th September 2024	Wed 23 rd October 2024	Inset Days: Mon 2 nd September 2024 Tues 3 rd September 2024 Thurs 24 th October 2024 (Autumn Conference) Fri 25 th October 2024
Term 2	Mon 4 th November 2024	Fri 20 th December 2024	None
Term 3	Tues 7 th January 2025	Fri 14 th February 2025	Inset Day: Mon 6 th January 2025
Term 4	Tues 25 th February 2025	Fri 4 th April 2025	Inset Day: Mon 24 th February 2025
Term 5	Tues 22 nd April 2025	Fri 23 rd May 2025	Bank holidays: Mon 21 st April Mon 5 th May
Term 6	Mon 2 nd June 2025	Tues 22 nd July 2025	Inset Days: Fri 4 th July 2025 (Summer Conference) Mon 7 th July 2025

Kind Regards

Della Hall
Associate Assistant Principal