

### Important Information about attendance at Haywood Village Academy

We look forward to welcoming all children back to school on Monday 5<sup>th</sup> September. Thank you for sending your child to school and allowing them to engage in our enriching curriculum. We ended the last school year with an overall school attendance of 93.6% which is the third highest in the CLF Primary Academies – we'll take that as a bonze award!! We have seen a steady rise in attendance and are looking forward to the fresh start with the pandemic hopefully feeling further behind us. We really want all children to have at least 96% attendance, so they can enjoy school as much as possible and have the best chance at success.

We would like to extend **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 during the last academic year. We know that this reflects the value our families place on children learning in school every day. We are looking forward to working with all our existing and new pupils and families in this new academic year, to support best attendance and learning.

The first day and week of term are very important in helping pupils to settle into school and the school routine. Children who attend every day during the first week are better settled into the changes that happen in new academic years, 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 the first day of term. Our teaching teams make considerable effort on the first day to create exciting opportunities to engage the children. These 'ignitions' to the term, really do help motivate the children for that first week.

#### Key Information for September onwards

The school gates open at 08:40am. The main gate will then be closed at 08:55am, which is the official start of the school day and when the registers will be taken. Lessons start promptly at 9:00am. After this time, parents will need to exit via the side gate and any families arriving after this time will have to sign in late at the office. We are hoping this will reduce children being late and miss the crucial welcome, check-in and outline of the day.

#### 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 the academy, please do contact us via the school office – the details are at the top of this letter. If we cannot help directly, we will work with you to help you find other support.

#### Arriving at school on time

Arriving at school on time is not only essential for the pupils own learning, it encourages habits of good timekeeping and lessens any possible classroom disruption. When a pupil arrives late, they miss important events like assembly, teacher instructions and welcome; this can seriously disadvantage them.

Pupils can arrive from 8:40am (*unless you want your child to attend breakfast club which opens at 07:45am.*)

- All pupils are expected to arrive at school in good time for the start of the school day at 08:50am.
- If a pupil arrives at school after 09:00am, 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 ailments should not be a reason for staying at home. If your child attends school when feeling slightly under the weather, but feels worse during the school day, they can let a member of staff know and we will contact you to let you know if we think your child needs to go home. If you aren't sure whether or not to send your child to school, please contact us at the school office and we will be happy to support and advise where appropriate.

If your child is too ill to attend school, you must notify the academy before 08:30am on the first day of absence. If your child is ill for more than one day, you will need to notify the academy on each morning of the absence, unless otherwise agreed.

To report an absence, contact the school office, the details are at the top of this letter.

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 pupil 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 that 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. You should also provide evidence of the appointment, such as an appointment letter or card. 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 actual reason for absence.

Following up unexplained absences can take up a lot of school time, so please do ensure you contact the academy to avoid us having to do this. If you fail to notify us of 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 additional information or evidence from parents/carers regarding the absence, and/or make a home visit to verify the reason. If the reason cannot be verified and the academy has cause to believe the reason given may not be genuine, parents/carers may be asked to provide proof of the reason. If satisfactory proof is not provided, the academy may record the absence as unauthorised.

Unauthorised absences may result in a Penalty Notice or Prosecution.

## **Important reminder about Term Time Leave**

Attending school every day throughout a term helps children and young people maximise their learning in the classroom and enjoy the benefits of their educational experience. It really does make a difference.

We would therefore like to remind parents and carers that the academy will not authorise any leave of absence in term time, unless satisfied the reason for the absence is exceptional. The absence should be for the shortest time possible; if an absence is agreed, the Principal will decide how many days of absence will be authorised.

We ask parents and carers to request permission for leave of absence in advance, and to only request absence if time off school is absolutely necessary. Any requests should be put in writing and wherever possible at least four weeks' notice should be provided. The parent or carer who the child normally lives with should make the application. Forms are available from the academy office. We may ask to meet with you to discuss your request.

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.

Please do not take your child out of school without requesting leave or telling the academy why your child will be absent. When parents/carers notify us of a term time absence via the term time leave request form, it is for two purposes:

- To seek authorisation (only exceptional circumstances will be authorised)
- To tell us where your child is, if the planned absence goes ahead.

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 for the 2022-2023 academic year. Our term date information can also be found on our website.

	<b>First day of term for students:</b>	<b>Last day of term for students</b>	<b>Inset Days/Bank Holidays</b>
<b>Term 1</b>	Monday 5 <sup>th</sup> September 2022	Wednesday 19 <sup>th</sup> October 2022	Inset Days: Thursday 1 <sup>st</sup> September 2022 Friday 2 <sup>nd</sup> September 2022 Thursday 20 <sup>th</sup> October 2022 Friday 21 <sup>st</sup> October 2022
<b>Term 2</b>	Monday 31 <sup>st</sup> October 2022	Friday 16 <sup>th</sup> December 2022	
<b>Term 3</b>	Wednesday 4 <sup>th</sup> January 2023	Friday 10 <sup>th</sup> February 2023	Inset Day: Tuesday 3 <sup>rd</sup> January 2023
<b>Term 4</b>	Tuesday 21 <sup>st</sup> February 2023	Friday 31 <sup>st</sup> March 2023	Inset Day: Monday 20 <sup>th</sup> February 2023
<b>Term 5</b>	Monday 17 <sup>th</sup> April 2023	Friday 26 <sup>th</sup> May 2023	Bank Holiday: Monday 1 <sup>st</sup> May 2023
<b>Term 6</b>	Monday 5 <sup>th</sup> June 2023	Friday 21 <sup>st</sup> July 2023	Inset Day: Friday 7 <sup>th</sup> July 2023

If you have any questions about the information provided, or any other attendance related questions, please contact Della Hall and Mims Yacomeni.

Kind Regards

Miss Della Hall and Mrs Mims Yacomeni