

Outwood Academy Hasland Hall

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Associate Executive Principal: Mr Darren Smith

Principal: Mr Ian Cooper



Attendance Expectations

We are writing to all parents/carers to reiterate the academy expectations and to provide a clear outline of attendance procedures within Outwood Academy Hasland Hall. We hope this letter will provide you with a clear framework about absence procedures and Local Authority responses to poor pupil attendance.

Punctuality

Please ensure your child arrives through the school gates by 8:15. The first lesson starts at 8:25 and students are expected to be present and in lesson by this time. Students who are late to their first lesson will receive a lunchtime detention. The register closes at 8:55am students arriving after this time will incur a 'U code' which is categorised as an unauthorised absence.

Absence Procedure

If your child is unable to attend school please call Outwood Academy Hasland Hall attendance team before 8:15am, 01246 273985 Option 1. Ensure when reporting absence you clearly state the student Name, your relationship to the student and the reason for absence. Parents and carers are expected to call each day a student is absent.

Home Visit Procedure

The attendance team completes home visits and have an active role in communicating with students, families and external agencies within the community. The team may complete a home visit for the following reasons:

- If we receive no reason for absence the attendance team may attempt a home visit to establish this.
- If your child has repeated absences the attendance team may complete first day home visits with the aim to identify barriers for attending the academy and to ensure the correct support is in place for your child.
- If your child is absent for 3 days the attendance team may complete a home visit as part of our academy attendance procedures.
- If we have been unable to see a child for 5 days following home visits this is passed to the safeguarding team and principal. If it is thought the child is out of the area a referral may be submitted to the local authority for legal intervention. The academy works closely with multi-agencies and will share & seek relevant information regarding families where required.

Appointments and Medical Reasons

Where possible please ensure all appointments are arranged outside school hours. If an appointment has to be booked when the student is expected in school please ensure medical evidence is supplied and the student is present in school before and after the appointment. This ensures students can access more lessons and will cause less disruption to learning.

Leave of absence

Requests for absence in term-time should be made in writing to the attendance team well in advance by parents or carers, we will notify parents of the decision in writing. Under current regulations,

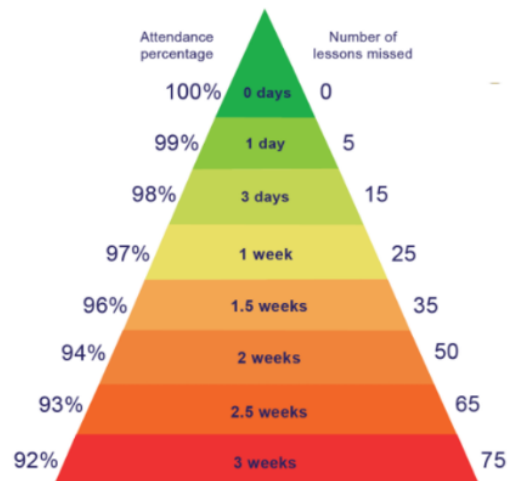
schools are unable to authorise any holidays taken in term time unless there are exceptional circumstances. Outwood Academy Hasland Hall will require evidence of exceptional circumstances and the 'request for leave of absence form' for any leave of absence request. Where a parental request has been declined, and parents continue to take their child out of school, this absence will be recorded as unauthorised. We reserve the right to apply to the Local Authority to issue a Fixed Penalty Notice under the Anti-Social Behaviour Act 2003.

School attendance and the law

It is the legal responsibility of every parent to make sure their child receives efficient full-time education (Section 7 of the Education Act 1996). If the child is absent without authorisation then the parent is guilty of an offence (Section 444(1) Education Act 1996). Any child with attendance or below 90% (regardless of whether the absence is authorised or unauthorised) is considered to be a persistent absentee. This equates to 2 days of absence each month. All schools are expected by the department of education to work with parents and pupils who are at risk of becoming persistently absent to understand and address reasons for absence and identify any barriers to attendance. The attendance team aims to provide support to all students and families through parent phone calls, home visits, student conversations and attendance support meetings. Where offer of support is declined, or a student continues to have unsatisfactory school attendance following support, the Academy may refer to the local authority for legal intervention.

Importance of attendance

It is essential for pupils to get the most out of their school experience, low attendance can compromise a child's attainment, wellbeing, and wider life chances. The pupils with the highest attainment in key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS4, pupils not achieving grade 9 to 4 in English and maths had an overall attendance of 91.2%. Attending classes everyday ensures that your child receives the necessary guidance from their teachers, enabling them to grasp complex concepts, clarify doubts, and gain a deeper understanding of the curriculum.



Outwood Academy Hasland Hall will support both families and students in achieving improved attendance in any practical way we can. If you would like further information or would like to discuss the reasons for absences and access support, please do not hesitate to contact the Attendance Team on 01246 273 985 or attendance@haslandhall.outwood.com.

Yours sincerely

Mrs S Lodge

Attendance Manager/Education Welfare Officer