



# School Attendance – a very important message for all parents/carers

## September 2022

*Important - please read!*

**26 September 2022**

Dear Parent/Carer,

This is an important update about school attendance for the 2022/23 academic year.

Hillstone Primary School is working in partnership with parents and the Local Authority to improve school attendance.

**A big thank you to the majority of parents who make sure their children attend school regularly!**

Your efforts, working in partnership with the school, will ensure that your child will have the best chance to achieve their academic potential and have real opportunity in further education and the world of work. It will also enable your child to:

- access the lessons needed to achieve their expected grades
- maintain friendships and develop new ones
- have access to social and sporting events offered by the school
- explore potential careers
- develop work habits such as good punctuality which are essential to thrive in the world of employment

### How does your child compare?

| Attendance during one school year | equals this number of days absent | which is approximately this many weeks absent | which means this number of lessons missed |
|-----------------------------------|-----------------------------------|---|---|
| 95%                               | 9 days                            | 2 weeks                                       | 50 lessons                                |
| 90%                               | 19 days                           | 4 weeks                                       | 100 lessons                               |
| 85%                               | 29 days                           | 6 weeks                                       | 150 lessons                               |

If you are worried about your child/children's attendance the first port of call is to discuss your concerns with the school directly. The school has specialist staff who may be able to help, and all schools work closely with health and council teams who



may also be able to help if needed. If you have concerns about mental health; domestic abuse; parenting; bereavement; finance; problems with drugs and alcohol; you can find help and support from the 'From Birmingham with Love' webpage:  
[From Birmingham with Love](#)

Additionally, Birmingham City Council provides online information and guidance to parents on school attendance which you can access here:  
[School Attendance Information for Parents](#)

Family holidays in term time are not allowed in law and are unlikely to be authorised. Family emergencies also need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Notifying the school of leave due to a family emergency does not mean it will be authorised.

***Please note that where parents fail to ensure their child attends school regularly, legal action, including penalty notices, may be considered.***

We wish you and your child/children all the best for the new academic year.

Kind regards

Education Legal Intervention Team  
Birmingham City Council

Mr King  
Hillstone Primary School  
Headteacher



# Hillstone Primary School

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**Head Teacher: Mr J King**

## Attendance Matters

### What you can do:

1. Always remember that your child should only be absent from school for serious reasons
2. If your child is absent, please contact the office from 8am onwards
3. Make every effort to book medical appointments outside of school hours, where this is not possible, evidence will be needed to support the absence
4. Holidays are not authorised during term time.
5. Ensure that your child arrives before 8.45am – we now open our doors at 8.40am
6. Use breakfast club – this is open from 8.00am. There is a small charge of 40p per day, please use Scopay to book your child's place.

### What Hillstone will do:

1. We will make contact with you on the first day of absence, if we do not hear from you first
2. If your child's attendance falls below **90%** we will write to you
3. If there is no improvement we will invite you to meet with Mrs Gibbon and the attendance social worker to discuss issues that may be affecting your child's attendance
4. Hillstone rewards high attendance through certificates and rewards.

We are here to support you.  
Attendance is the key to success.



INVESTOR IN PEOPLE



Be Healthy  
Schools' Award



# Attendance Matters



Your child's attendance reflects missed days learning, over the whole academic year

95% = 9  
90% = 19  
85% = 29  
80% = 38  
75% = 48



## WORKING TOGETHER BECAUSE YOUR CHILD'S ATTENDANCE MATTERS

### Good Attendance:

- Impacts emotional and social well-being
- Helps build resilience
- Develops life skills
- Improves academic skills



Arriving late affects learning time  
5 minutes = 3.4 school days  
10 minutes = 1.4 school weeks  
15 minutes = 2.6 school weeks  
20 minutes = 2.8 school weeks  
30 minutes = 4 school weeks

Hillstone Primary School  
Inspire Care Education