



HOLLIN PRIMARY SCHOOL **ATTENDANCE**

Regular attendance at school is essential to promote good education for all pupils.

On the occasions when children are unwell, we ask that parents and carers contact the school office as soon as possible, and by 9.30am at the latest, on the first morning of absence.

School doors are open from **8.50am**.

The school gates are closed at **9:05am** and any child arriving after this point must report to the school office, as this is the time that registers close. For the purpose of unauthorised absence codes, lateness is defined as any child arriving after **9.30am**.

Each day, At Hollin Primary School, attendance and punctuality are monitored by the Headteacher and Children's Welfare Officer. Details of all absences and lateness are recorded.

Each week, percentage attendance figures in each class for the current week are announced in assembly. The trophy is given to the class with the highest attendance. Attendance is displayed in school and on the website. Furthermore, it is shared with parents and the school community in monthly newsletters, via T2P texts and on Twitter.

The Headteacher and Children's Welfare Officer meet regularly to identify parents who are required to attend an attendance panel. Parents of any child who has an attendance figure below **90%** would be invited to an attendance panel meeting.

We reward attendance in the following ways:

Weekly

Percentage attendance figures in each class for the current week are announced in assembly each week. The trophy is given to the class with the highest attendance. Attendance is displayed in school and on the website.

Termly

All children with 100% attendance in a term will be awarded a certificate and an attendance medal.

Yearly

All children with 100% attendance in an academic year will be awarded a special certificate and will receive an attendance trophy.