



Hollin Primary School  
Waverley Road  
Middleton  
Manchester  
M24 6JG

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**Headteacher:** David Fenton

**Deputy Headteacher:** Paula Noon

Thursday 22<sup>nd</sup> September 2022

Dear Parents/Carers,

At Hollin Primary School, we believe that good attendance is crucial to children attaining well, making good progress and reaching their potential. The vast majority of parents/carers bring their child/children to school regularly, and on time. Thank you.

The Government's expectation is that all children should have an attendance figure of **95-97%** - we are committed to work with you to achieve this.

### **Attendance is Important**

- Statistics show a direct link between under-achievement and poor attendance.
- Pupils with regular attendance make better progress, both socially and academically.
- Pupils with regular attendance find school routines and school work easier to cope with.
- Pupils with regular attendance have an easier transfer to secondary school, having developed positive habits in attending school every day.

### **Penalty Notices**

Leave in term time will not be authorised.

Unauthorised leave for 10 sessions (5 school days) or more will qualify for a penalty notice (£60 per parent, per child).

### **Punctuality Matters too! Missed minutes = missed learning**

As a school, we are aware that lateness can severely affect achievement.

We monitor punctuality closely and have strategies in place to address lateness.

The school gates are open from **8.50am** and are closed at **9:10am**

Any child arriving after this point must report to the school office, as this is the time that registers close.

Any child who arrives after 9:30am will be given an unauthorised absence code.





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### **To send, or not to send?**

From time to time, your child will wake up in the morning saying that they feel unwell. Whilst we do encourage children to come to school even if they 'feel a little unwell', we do not want any child who is genuinely ill to come to school. Always try to send your child to school if they are a little 'under the weather' for example with a runny nose, headache, and tummy ache. We will always contact you if your child becomes too unwell.

Please do not send your child to school if they have any infectious illnesses like chicken pox, measles etc. If your child has been vomiting, or is suffering from diarrhoea, then they should stay away from school for 48 hours from the last bout of illness. This is to ensure that any infection does not spread further.

### **Attendance Rewards**

Each week, the attendance trophy is awarded to the class with the best attendance. We will also be returning to individual attendance rewards.

Our first attendance reward will be on Friday 21<sup>st</sup> October.

All children, who have had no more than one day absent, between Thursday 5<sup>th</sup> September and Friday 21<sup>st</sup> October, will be in with a chance to receive an attendance reward. This time, the reward will be an Amazon voucher (2 for each class).

### **Communication**

On the occasions when children are unwell, we ask that parents and carers contact the school office from 8:00am, and by 9.30am at the latest, on the first morning of absence. Details of all absences, and lateness, are recorded.

Where medical appointments cannot be made outside of school hours, please bring in evidence of any medical appointment.

Thank you for your continued support.

Mr David Fenton  
Headteacher

