

Dear HPPS families,

Please find attached your child's individual attendance figures for the autumn term. These figures reflect your child's attendance between September and December 2022.

Attendance percentages can be misleading. 90% attendance may seem like an acceptable level of attendance. However, the reality is that 90% attendance means that your child has missed 13 sessions of school in two terms (one session equates to half a day of education).

The table below shows the amount of lost learning since September 2022.

96% is the overall aim for all pupils.

In the table below, you can see what an overall percentage means for your child in terms of the number of days missed in the autumn term. If that percentage continues, you will see how many days would be missed over a school year and over their whole time at Headley Park.

Overall Percentage	No. of sessions (and days) missed since September	No. of days missed per year	No. of days missed over career
100%	0 sessions	0 days	0 days
96%	5 sessions (2.5 days)	8.5 days	52 days
94%	8 sessions (4 days)	11 days	78 days
92%	11 sessions (5.5 days)	15 days (3 weeks)	104 days
90%	13 sessions (6.5 days)	19.5 days (4 weeks)	131 days
80%	27 sessions (13.5 days)	37 days (a whole term)	261 days

As a school we understand that children do become unwell but following government guidance the aim is for all children to achieve 96% attendance at the end of each year. We want all our children to achieve and reach their full potential.

#### Explanation

- Our pupils must arrive by **8.40am** on each school day.
- Our morning registers are taken as soon as possible but by no later than **9.05 am**. Registers will be kept open until **9.15am**.
- A pupil who arrives late but before the register has closed will be marked as late (**L**), which counts as present.
- A 'session' is a morning or afternoon, so 2 sessions is 1 day.
- 'Lates before reg closed' means your child has come into school between 8.45am when the gates close and 9.15 when registers close.
- 'Lates after reg closed' means your child has arrived at school after 9.15 when registers close.

#### Unauthorised absences

Absences are marked as unauthorised if:

- No explanation for the child's absence is provided.

- The school is dissatisfied with the explanation.
- The pupil is absent for unexceptional special occasions (e.g. a birthday).
- The pupil is on a family holiday.
- If pupil attendance is already below 90% (this will be discussed with parents in a meeting).

If you have any queries regarding this letter, please reference the Attendance Policy that can be found on our school website or summary letter that was shared with all families earlier this week.

Tomorrow, we will be sharing information about sickness absences and appointments.

With thanks for your continued support,

The Headley Park Attendance Team