



Hillside First School

"Where children are at the heart of everything we do"

A Parent & Carer's Guide to Good School Attendance

Why attendance matters

- Good attendance supports strong academic achievement and confidence.
- Children who attend regularly feel secure and build strong friendships.
- The first few minutes of each lesson are vital for understanding learning goals.
- Frequent lateness disrupts learning for your child and others.
- We encourage all children to aim for at least **95% attendance**.

What does attendance percentage really mean?

Attendance %	Days missed	What this means
100%	0 days	● Excellent
97%	6 days	● Good
95%	9.5 days	● Slight Concern
90%	19 days	● Persistent Absenteeism
85%	29 days	● Significant Concern
80%	38 days	● Severe Absence

⚠ Small percentages make a big difference:

- 90% attendance means almost **4 weeks of learning missed**.
- 80% attendance means nearly **2 months of school missed** across the year.

Regular attendance gives children the best chance to succeed.



Punctuality

The school day begins at **8:40am**. Arriving on time ensures your child does not miss important instructions and can start the day positively. If your child arrives after registration, they must report to the school office to sign in. Persistent lateness is monitored and addressed.

Medical appointments

We understand that medical appointments are sometimes unavoidable.

- Wherever possible, please arrange routine appointments (e.g. dental, GP check-ups, opticians) outside of school hours or during school holidays.
- If an appointment must take place during the school day, please provide advance notice and evidence of the appointment.
- Children should attend school before and/or after the appointment wherever possible to minimise lost learning time.

Reporting Absence

If your child is unwell, please report the absence via Arbor or call the school office on 01202 822737. Please inform us on each day of absence unless a longer period has been agreed.

Holidays & Leave of Absence

Schools cannot authorise term-time holidays unless there are exceptional circumstances. Requests must be made in writing to the Headteacher in advance.

Attendance Monitoring

We carefully monitor attendance and will contact families if attendance falls below expected levels. Where concerns continue, meetings may be arranged to agree support and next steps in line with national regulations.