

## Attendance Matters



# Information and Advice on Attendance

This leaflet provides information and advice on attendance. Our full attendance policy can be found at heathcoat.devon.sch.uk/attendance

## Why Attendance Matters

Regular attendance helps students to make good progress and enjoy learning. We take a whole school approach to maintaining excellent attendance; it is the joint responsibility of parents/carers, students and staff.

Being at school is an important part of any young person's life. It enables them to learn, to make friends, and to gain important qualifications and to develop a variety of skills which will prepare them for adult life. School and parents/carers are partners in making this a success. As parents/carers it is your responsibility to make sure that your child makes the most of this opportunity by ensuring a high level of attendance is maintained.

The school is required by law to record and publish rates of absence, including unauthorised absence. It is therefore imperative that registers are accurately marked, and unexplained absences are investigated.

### What constitutes Good Attendance?

#### Medical Evidence

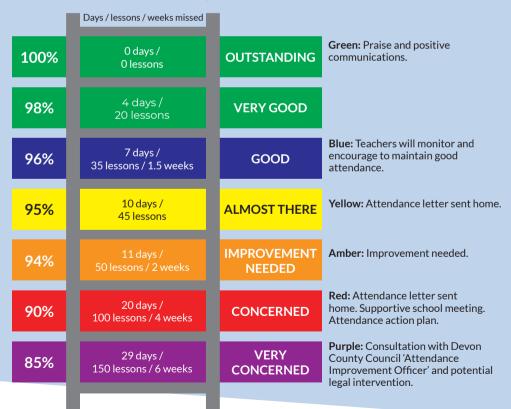
Where students have had 10 sessions or more of absence, a medical evidence letter will be sent for authorisation of absence. We are mindful that children will get poorly and at times doctor visits are not essential, however where frequent absences occur we will be asking for your support in providing evidence where possible.

#### Persistent Absence

If attendance is persistent or gives cause for concern, contact will be made with parents/carers outlining the importance of good attendance and offering support.

## **Assessment Expectations**

This is a guide to what parents can expect: Teachers will continually monitor the attendance of pupils within their class. If your child's attendance falls below the government target of 96%, you will be informed. If your child's attendance continues to fall, you will receive a phone call or be invited to attend a support meeting where an attendance plan will be put in place.



## Punctuality — Arriving at School on Time

The school gates open. Teachers are ready to welcome children at 8:40<sub>AM</sub> classroom doors. The register is open. The school gates close. Pupils should be in their classrooms to register 8:50<sub>AM</sub> and start learning. The register closes. The first lesson of the day begins. Pupils arriving on 8:55<sub>AM</sub> or after 8.55am must sign in with the Attendance Officer at the school office. They will be marked as 'Late'. If a pupil arrives after 9.15am this will result in a 'U' code (unauthorised LATE late). This counts as an unauthorised absence. School ends at 3.20pm. If leaving the premises before the end of the day. 3:20<sub>PM</sub> parents must collect and sign their child out with the attendance officer at the school office. Illness: In the event of illness, the attendance officer will contact parents **ILLNESS** 

#### Your Role as a Parent/Carer

to collect their child.

You play a very important role in ensuring the good attendance or your children. All parents/carers want the best for their children and a good education helps to ensure that children have the best start in life. School equips them for succeeding both academically and socially so that they can achieve in their exams and learn how to make and manage relationships.

Parents should notify the school of the reason for an absence before 9.15am. This can be done by phoning 01884 252445 or by emailing attendance@heathcoat.devon.sch.uk. Parents are expected to contact the school for each day of absence.

As a parent/carer you have a legal responsibility to ensure that your child attends school regularly and punctually.



The law states that the Headteacher can authorise absence in exceptional circumstances. This must be sought in advance of the proposed absence using the S2 form (absence request form).

### **Unauthorised Absences**

Examples of unauthorised absence are shown below:



## Holidays in Term Time

School holidays are published well in advance and parents are expected to plan and take family holidays at this time so as not to disrupt their children's education.

With only 190 statutory school days in the year, this means there are 175 days (weekends and school holidays) left for family visits, non-urgent medical/dental appointments, holidays etc.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1 September 2013, states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Authorised leave in term time is not a legal entitlement and Government guidance is to not authorise term-time holidays.

At HPS we take school attendance very seriously and are committed to engage every child with the school environment and education. We consider ourselves a very supportive school, and will try and make considerations for students who need extra support. We are, however, bound by law to ensure that each student attends school.