



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.

	Days / lessons / weeks missed		
100%	0 days / 0 lessons	OUTSTANDING	Green: Praise and positive communications.
98%	4 days / 20 lessons	VERY GOOD	
96%	7 days / 35 lessons / 1.5 weeks	GOOD	Blue: Teachers will monitor and encourage to maintain good attendance.
95%	10 days / 45 lessons	ALMOST THERE	Yellow: Attendance letter sent home.
94%	11 days / 50 lessons / 2 weeks	IMPROVEMENT NEEDED	Amber: Improvement needed.
90%	20 days / 100 lessons / 4 weeks	CONCERNED	Red: Attendance letter sent home. Supportive school meeting. Attendance action plan.
85%	29 days / 150 lessons / 6 weeks	VERY CONCERNED	Purple: Consultation with Devon County Council 'Attendance Improvement Officer' and potential legal intervention.

Punctuality — Arriving at School on Time

8:40AM

The school gates open. Teachers are ready to welcome children at classroom doors. The register is open.

8:50AM

The school gates close. Pupils should be in their classrooms to register and start learning.

8:55AM

The register closes. The first lesson of the day begins. Pupils arriving on or after 8.55am must sign in with the Attendance Officer at the school office. They will be marked as 'Late'.

LATE

If a pupil arrives after 9.15am this will result in a 'U' code (unauthorised late). This counts as an unauthorised absence.

3:20PM

School ends at 3.20pm. If leaving the premises before the end of the day, parents must collect and sign their child out with the attendance officer at the school office.

ILLNESS

Illness: In the event of illness, the attendance officer will contact parents to collect their child.

Your Role as a Parent/Carer

You play a very important role in ensuring the good attendance of 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/carers you have a legal responsibility to ensure that your child attends school regularly and punctually.

S2 Form

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:

LOOKING AFTER YOUNGER CHILDREN/SICK RELATIVES

HOLIDAY DURING TERM TIME

ATTENDING CONCERTS/EVENTS

BIRTHDAYS (PUPIL/RELATIVE)

RELATIVES VISITING/VISITING RELATIVES

RESTING AFTER A LATE NIGHT

TRUANCY

ANY ABSENCE SCHOOL IS NOT INFORMED ABOUT AND NOT APPROVED

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.