

The school will monitor the attendance of all children on a termly basis (6 times per year). An attendance meeting will be requested if we are concerned about your child's attendance.



How you can help us:

- **Allow plenty of time for parking and be careful and considerate about where you park outside school!**
- Try to make medical appointments after school or in the holidays whenever possible, although we do realise that this may be difficult.
- Telephone us when your child is ill before 9.30am, or leave a message on the answerphone.
- Bring them and collect them on time each day.
- Anyone who is absent due to sickness or diarrhoea must stay off school for 48 hours after the last attack.

Regular and punctual attendance is essential in promoting school as fundamentally important.

Home and school must work together to ensure the children feel safe and secure about coming to school and know the routines clearly.



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Hambrook Primary School



Attendance Information

Every Lesson Counts!





The complete Attendance Policy is available on our website if you would like to read it in full.

Broken Weeks

Research shows that the number of broken weeks of education that a child receives (i.e. less than 5 full days per week) has a damaging impact on his/her progress and attainment. We monitor the number of broken weeks for each child in school and contact parents if we are concerned about this.

Attendance Targets

Schools are no longer required to set an attendance target but it is good practice to do so. Our target is 96%. Attendance is usually good in our school however broken weeks, persistent lateness and extended periods of absence accumulates throughout the year and disrupts not only a child's education but also effects friendship groups and general happiness.



Children don't enjoy being late to school or being left at the end of the day waiting for their parents.



HOLIDAYS in term time

The Education (Pupil Registration) (England) Regulations 2006 were amended in 2013 and the new regulations take effect from 1st September 2013. The amendments make clear that Headteachers may **not** grant any leave of absence during term time unless there are **exceptional** circumstances.

Requests for holidays or other leave from school will therefore not be authorised unless the circumstances are truly exceptional.

Penalty Notices

The school will request the Local Authority to impose fixed penalty notices (fines) for families who have more than five days of unauthorised absences in any thirty five day period. Fines are currently £60 per pupil (rising to £120 per pupil if the fine is unpaid within a 21 day period).

School is important and that is the message that should get through to children - it will stay with them throughout their school life.



Registration

- The Registers are taken at 9.00am and 12.50pm or 1.00pm daily.
- Children should arrive between 8.50am and 9.00am and go straight to their classroom.
- The bell rings at 8.50am when the doors are opened so that registration can start promptly.
- Allow your child to be independent and leave them at the door.
- If your child is late it will be recorded in the register. Up till 9.10am is 'late', after this time is classified as absent.

When a child is absent from school we will record the absence as authorised or unauthorised.

Authorised Absences

Examples of authorised absences are:

- ✓ Your child is ill and unable to attend.
- ✓ A close family bereavement.
- ✓ A religious observance.
- ✓ An **exceptional** special occasion.

Unauthorised Absences

Examples of unauthorised absences are:

- An absence with no explanation.
- An absence where the school is dissatisfied with the explanation.
- **Unexceptional** special occasions e.g. birthdays, holidays.