

Haymerle School Policy Guidance on Attendance for Parents and Carers 2019/20

The aim of this statement is to promote the schools commitment to every pupil achieving maximum possible attendance at school. Trust, cooperation and good communication between home and school are essential to support and improve attendance both individually and across the school. Parents / Carers are welcome to contact the school for support and advice if experiencing difficulties regarding attendance.

Expectations

Of the Pupils

- That they will attend school regularly
- That they will arrive on time. School starts for the pupils with morning play. The Register closes at 9:30am.

Of the Parents

- That they will ensure their child attends school regularly
- They will ensure their child arrives on time for school (between 9:10am and 9:20am)
- They will contact the school if their child is unable to attend school for a valid reason providing a note or a telephone call if they wish the absence to be considered for authorisation
- They will support the school in its aim to raise achievement through full school attendance

Of the School

- Will register pupils efficiently and accurately
- Will contact parents if a child fails to attend without a satisfactory explanation
- Promote positive attendance taking into account pupil individual needs
- Discuss any difficulties which may be preventing a pupil from attending school

Lateness

Pupils are registered in class between **9.20am – 9.30am**.

Pupils arriving after 9:30am will be marked as late unless there is a valid reason for the pupil missing registration including medical / dental appointments etc.

Appointment cards must be shown in the office for authorising absences.

Authorising absence

It is important for the school register that there is an acceptable reason for your child not attending school. By law, only the school can authorise an absence.

Even when a parent or carer provides a note or telephone call in relation to a particular absence this does not oblige the school to authorise the absence if the school does not accept the explanation offered as a valid reason for absence.

Valid reasons for absence would include the child being unwell, medical/dental appointments (when appointment cards are shown), religious observance days, exclusions, interviews at a new school or educational visits.

The school may authorise an absence for **extraordinary circumstances** e.g. moving house, bereavement, incidents at home however, the frequency of such absences will be monitored by school staff. Evidence of exceptional circumstances will be required **before** the school will consider authorisation.

Family holidays booked during school term dates are **strongly discouraged** and cannot be authorised by the school. Absence in term time for family holidays will be recorded as unauthorised.

Parents / carers should submit a written request regarding any such absence during term time. **(Forms are available in the school office or submit request in a letter to the Headteacher)**

Please be aware that extended absence from school or failure to return by an expected date will put a placement at risk.

Sickness of parents or siblings is **not** a valid reason for a child not attending school.

Getting up late or missing the school bus, while unfortunate and occasionally unavoidable is not a reason for a child missing the whole day from school.

Attending a medical appointment need not require a full day absent from school. Appointment cards must be show in the office before the school can authorise any absence from school due to medical or dental appointments.

Parents and carers are encouraged to make every effort to bring their children into school following a morning appointment or collect their child from school for an afternoon appointment. Excessive amounts of authorised absence seriously disrupts your child's continuity of learning.

At Haymerle School, we regularly monitor pupils' attendance and will communicate with parents and carers where % absence, lateness or patterns of absence become cause for concern.

We are happy to help families experiencing difficulty regarding their child's attendance and encourage families to communicate with us and seek support as needed.