

# Haymerle School Policy Statement on Attendance: Parents / Carers Guidance

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.

## Expectations

### Of the Pupils

- That they will attend school regularly
- That they will arrive on time

### Of the Parents

- That they will ensure their child attends school regularly
- They will ensure their child arrives on time for school
- 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 from **9:20 – 9:40am**

Pupils arriving after 9:40am will be marked as late unless there is a valid reason for the pupil missing registration.

Parents / Carers are welcome to contact the school for support and advice if experiencing difficulties regarding attendance.

**Attendance Matters**



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### Further Guidance on Authorising absence

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 include a child being unwell, attending a medical/dental appointment, religious observance days and interviews at a new school or educational visits.

Medical appointment need not require a full day absent from school. Appointment cards must be shared with the office before we authorise any absence due to medical or dental appointments.

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.

Parents / carers are asked to submit a written request regarding absence during term time. *(Request forms are available in the school office or submit request in a letter to the Headteacher)*

We will notify Southwark Education Welfare of requests for absence in term time and **will arrange an appointment with parents or carers to discuss the request as needed.**

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.**

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.

Excessive amounts of authorised absence can seriously disrupt continuity of learning. At Haymerle School we are always alert to emerging patterns of authorised absence as part of monitoring school attendance.

**Extended absence from school or failure to return by expected dates will put a placement at risk.**