

ATTENDANCE AND PUNCTUALITY POLICY

High, regular levels of attendance and excellent punctuality support the ethos of this school. Through our partnership with parents/carers we are keen to help and support all our pupils so that they enjoy and achieve whilst simultaneously acquiring life skills, attitudes and values which prepare them to become free, responsible and active members of society. There is a strong link between good attendance and punctuality and levels of progress and achievement. The table below shows the link between attendance and learning.

If a pupil's attendance over the School year is..	.. they will miss this many days..	.. and this many lessons
95%	10	40
90%	19	76
85%	29	116
80%	39	156
75%	49	196
70%	58	232

For safeguarding reasons, registration is a legal requirement. Pupils must, therefore, be present in their Form Room to register with their Form Tutor at **9.00 am** each morning and at **12.55 pm** each afternoon. **Pupils who arrive later than 9.10 am and/or 1.00 pm should go to Reception and sign the 'late book'**. They will then receive a 'late mark'.

Pupils who arrive late to Registration (unless the lateness is caused, for example, by a genuine delay in public transport etc) will serve an FG5 lunchtime detention. Pupils who miss lessons for no good reason are truanting and will receive a sanction in line with the school's behaviour policy which will include being expected to make up the work they have missed in their own time. Pupils who arrive late to lessons will be given an appropriate sanction by their subject teacher. This may include serving an after-school detention.

If pupils are absent from school we ask that parents/carers ring the school on 01562 883193 or email rking@hagleyrc.worcs.sch.uk by **9.30 am** on the morning of the first day of absence to notify us of the situation. If the absence extends beyond three days, parents/carers should contact us again to keep us informed. **On the first day back at school, a note signed by the parents/carers is required to confirm the reason for absence and the dates involved** (tear off absence slips can be found in the Pupil Organiser for this purpose).

Every effort should be made to arrange medical or dental appointments outside of school time. However, where medical or dental appointments cannot be made outside of school time, an appointment card or a letter from parents/carers should be shown to the Form Tutor and then handed into Reception at least 48 hours prior to the day concerned for the attention of Mrs King, Pastoral Administrator. All pupils who have legitimate reasons for leaving the school premises during the day **must be collected by a parent/carer from Reception**. The 'pupil signing out and return book' must be completed when they leave and return to the school site.

The school's first aid room is available for use throughout the school day where first aid staff are able to offer first aid support. In exceptional circumstances, pupils may be sent to the first aid room by a teacher during lesson time. However, this will only occur where a member of staff thinks that pupils may be injured or unwell and should be sent home. In this situation, the parents/carers or other nominated adult of an unwell pupil will be contacted and asked to come into school to collect them. It is, therefore, very important that accurate and up to date contact numbers are held.

Under no circumstances should a pupil directly telephone a parent/carer and ask to be removed from school and parents/carers must not remove their children from school without informing the school reception. This action would constitute a serious risk to health and safety. All pupils who feel unwell must report to the members of staff in the first aid room who will decide on the best course of action.

Where a pupil must attend hospital as an emergency patient, the school will call for an ambulance and inform the parents/carers immediately. The school will either accompany the pupil to the hospital or arrange for a parent to meet at the hospital as a matter of urgency. Where a parent/carer is unavailable immediately, a member of school staff will accompany the pupil to the hospital in the ambulance and wait for the parent/carer to arrive. However, it is unreasonable to expect a member of staff to remain with an unwell child for extended periods of time.

The Government implemented new legislation, effective from the 1 September 2013, which means that requests for planned leave of absence during term time cannot be authorised except in exceptional circumstances. The amendment makes it clear that Principals may not grant **any** leave of absence during term time unless there are 'exceptional circumstances', and Principals should determine the number of school days a child can be away from school, even in these exceptional circumstances.

There is no legal right for parents/carers to take their child out of school for a family holiday during term time; however, it is possible to make an application to do so under exceptional circumstances (the Education Pupil Registration Regulations 2013). Agreement to each application is at the discretion of the Principal. Any application is unlikely to be approved if there are existing concerns about a child's attendance.

If you believe that there are exceptional circumstances that warrant the need to take your child out of school during term time, please complete the Application for Planned Leave of Absence form and return it to school providing at least six weeks' notice before the proposed start of the absence and before booking a holiday. It is very unlikely that Leave of Absence for a holiday in term time will be granted.

Please note, parent/carers **may** be fined for taking their child on holiday during term time without consent from the school. If leave is taken after permission has been withheld then this will be recorded as unauthorised absence. Unauthorised absence can result in the involvement of the Education Investigation Service who may issue a Penalty Notice for £60 to each parent for each child taken out of school. As a parent/carer you are strongly urged to avoid taking your child out of school during term time.

Our aim is for each child is to achieve 100% attendance. We would, therefore, appreciate parents/carers' support by:

- Not letting their child take time off for minor ailments;
- Arranging medical/dental appointments and outings after school hours, at weekends or during school holidays;
- Not taking holidays during term time.

If we have a concern regarding a pupil's attendance or punctuality we will notify parents/carers by phone or letter. If it is felt necessary, the schools Education Investigation Officer will become involved in order to support the parents/carers and pupils. If a pupil's attendance continues to cause concern a referral to the Education Investigation Service will be made. **The Education Investigation Service may take legal action where appropriate.**

Information about attendance and punctuality will be issued to parents as part of our annual reporting process.