



**NICHOLAS HAWKSMOOR  
PRIMARY SCHOOL**

**NICHOLAS HAWKSMOOR  
ATTENDANCE POLICY**

	Signed	Date
Agreed by Local Governing Body  Nicholas Hawksmoor Primary School:	Damian Reynolds	November 2017

As a school we aim to:

- Maintain an attendance rate of a minimum of 96%. This is the national average.
- Maintain parents' and pupils awareness of the importance of regular attendance.

### **Punctuality**

**Reception –Year 6**

**Classroom doors open at 8:30. Morning registration is at 8:45.  
This is the time your child must be in the classroom.**

### **Lunchtime break**

**Reception 11:30 – 12:30**

**Year 1, Year 2, Year 5 and Year 6: 12:00 – 1:00**

**Year 3 and Year 4: 12:15 – 1:15**

### **Arriving late in school**

It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day. If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child. Arrival after the close of registration may be marked as unauthorised absence in line with the DfES guidance.

### **Attendance**

#### **Why does attendance matter?**

Attending school on a regular basis is the key to your child doing well at school and will set them up with good routines for later life and the working world, as well as giving your child the opportunity to:

- Make lots of friends and feel included;
- Learn new things and develop new skills;
- Increase confidence and self-esteem;
- Improve social skills;
- Achieve potential and fulfil aspirations

#### **As a parent you can help us by:**

- Ringing on the first morning of all absences (by 10:00am) with the reason and saying when the child will be returning to school.
- Arranging non urgent dental and doctor's appointments out of school hours or during school breaks.

- Keeping us updated by telephone, email or letter if your child has an extended period of absence due to illness.

**We shall:**

- Follow up unexplained absences by a phone call on the first day of unexplained absence.
- Acknowledge and reward exemplary attendance.
- Report your child's attendance rate on his/her and annual school report.
- Let you know if we have concerns regarding your child's attendance.

**90% Attendance (Persistent Absence)**

If a child who attends school for 90% of the time they are absent from school for the equivalent of one half day a week.

Over a school year they would miss four weeks (20 days) of lessons.

If this attendance continued throughout eleven years of schooling, the equivalent of 209 days of school would have been missed, more than one year of school.

**Absences**

By law, schools must record absences and the reasons given.

**Authorised Absence**

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance.

We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

**Unauthorised Absence**

There are times when children are absent for reasons, which are **not** permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting for a delivery
- Going for a family day out
- Sleeping in after late night
- Going shopping or for a hair cut
- Because it is your child's birthday
- Unapproved holidays
- Where there is no explanation for the absence or where the explanation or reason is considered unsatisfactory

## **Term Time Leave of Absence**

- We are always concerned about the amount of school time pupils' miss as a result of family holidays. There is no entitlement to time off in term time. Leave of absence will only be granted where the Headteacher considers it due to exceptional circumstances, taking into account the nature of the event for which leave is sought, the frequency of the request, whether the parent gave advance notice, the pupil's attainment, attendance and ability to catch up on missed schooling.
- Parents wishing to apply for leave of absence need to fill in an application form in advance. Please ask the school office for a form or it can be downloaded from this website: the Headteacher will consider your request and advise you on her decision, (possibly asking to meet with you to discuss).

Please remember that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A **good** understanding of the work can only take place when the pupil is in the classroom.

## **Leaving School**

If your child is leaving this school other than at the end of Year 6 to go to Secondary School, parents are asked to

- Give the school full information including date of move, new address, the name of the new school and the start date when known.
- Confirm that the school has your correct mobile phone number
- Please let us know when you move.

## **Children Missing Education**

When pupils leave and we do not have the above information and we cannot contact you, then your child is considered to be a Child Missing Education. This means that the Local Authority has a legal duty to carry out investigations which will include liaising with Children's Services, the Police and other agencies to try and locate your child.

Schools are also required to make the Local Authority aware of every registered pupil who fails to attend school regularly and any children who are absent from school, where the absence has been treated as unauthorised as a continuous period of not less than 10 school days Education (Pupil Registration) (England) Regulations 2006 regulation 12.

## **Governors**

It is the Governors legal responsibility to monitor and evaluate the attendance in the school. The School's attendance figures are presented to the Governing Body on a termly basis.

The school has a legal duty to publish its absence figures and promote attendance. Equally, parents have a duty to make sure that their children attend.