

HAYWARD'S PRIMARY SCHOOL



INFORMATION AND ADVICE ABOUT SCHOOL ATTENDANCE

Attendance at Hayward's is good and families are open and honest about any absence that is taken. In line with Government and Local Authority expectation and to further support your child's achievement, we will continue to strive to bring about further improvements to our School's Attendance. This leaflet provides useful information and advice on attendance. Our full attendance policy can be found at www.haywards.org (About Us/ Policies).

Why does attendance matter?

Regular attendance helps pupils to make good progress and enjoy learning. Being at school is a very important part of any young person's life. It enables them to learn, to make friends and to gain important skills which will prepare them for their secondary education, career and adult life. We take a whole school approach to maintaining the best possible levels of attendance, working closely with parents and staff to ensure that there are no unnecessary barriers to achieve this goal. School and parents/carers are partners in making this a success.

As parents/carers it is **your legal responsibility** to ensure that your child attends school fully, on time and in line with school rules and expectations. This means that legally your child should attend school every day that is expected of them (unless there exists an exceptional evidenced reason for being absent). We want to do everything that we can to support you with any challenges that you or your child may be facing with attending school regularly and on time.

If you need any support please contact the school to arrange an appointment with Louise Raychell (Family Support Worker) .

What time should my child be in school?

Punctuality is really important. It builds positive habits. Being late can be a negative habit that can become difficult for some parents and children to break. If your child is late they can miss vital instructions and work time with their class teacher, cause disruption to the lesson for others, and it can also be embarrassing for the child.

- The School day begins at 8:55am. All pupils are expected to be in school at this time. Morning registration is at 9:00am and closes at 9:30am.
- If a pupil arrives after 9:00am and before 09:30am, the pupil will be marked as Late (L code).
- If a pupil attends school after 9:30am (when the Registers have been closed), the pupil will be marked as an Unauthorised Late (U code).
- The U code is an **UNAUTHORISED** absence and can be referred to the Education Welfare Service for consideration of Legal Proceedings.

Please help us to ensure that your child develops good punctuality habits.

What do I do if my child is absent?

If your child is sick, it is important that this is reported to school as soon as possible and at the latest by 9:00am. This can be left on the school answerphone (01363) 772970 or by email – office@haywards.devon.sch.uk .

Please note: For Safeguarding reasons parents are required to contact the school on each day of absence unless there is prior agreement with the Headteacher.

First Day Absence Procedures

All Schools have a legal responsibility to safeguard their pupils. If a pupil is absent and there has been no contact from the home, then the following steps could be taken:

- The information will be recorded on our safeguarding system (CPOMS).
- A Home Visit could be undertaken by a senior leader at the school.
- If there are concerns about welfare a 101 call will be logged.
- If the pupil is a Child in Care or on a Child Protection Plan the Social Worker will be automatically notified.

Help us keep your child safe by keeping the school informed.

What constitutes Good Attendance?

Stage	Assessment Expectations
1	97% or above Excellent attendance. Well done!
2	Below 97% School could: Take no further action, as there is a clear reason for absences and no concern is present. Discuss concerns with Parents/Carers. Send letters of concern. Offer appropriate support through the Early Help Process. Invite Parents to a meeting with our Family Support Worker. IF ABSENCES ARE BEING UNAUTHORISED THEN URGENT IMPROVEMENT IS REQUIRED.
3	<90% and no improvement Considered by the Government to be a Persistent Absentee (PA). School will closely monitor attendance and refer to the Local Authority if no immediate and sustained improvement. Local Authority will investigate absences and consider if Legal Interventions are necessary and appropriate. School Could Arrange a meeting with the Headteacher to discuss attendance. Seek support from the Educational Welfare Officer (EWO).

Please note that Head Teacher discretion is applied in the Autumn Term as it is recognised that a single absence can have a big impact on the overall %. The nature of the absence and previous attendance will also be considered.

Term Time Absence

If the potential absence is known about in advance, it is important that you complete an absence request form which can be collected at the school gate or downloaded from the following link – [Absence Request Form](#). A hard copy can be completed or it can be emailed to office@haywards.devon.sch.uk. Failure to submit an absence request could result in the absence being **UNAUTHORISED**.

School holiday dates are published well in advance and parents are expected to plan and take family holidays at this time so as not to disrupt their children's education. With only 190 statutory school days in the school year, this means there are 175 days (weekends and school holidays) left for family visits, non-urgent medical/dental appointments, holidays etc.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, states that Headteachers may not grant leave of absence during term time unless there are evidenced exceptional circumstances. The need for evidenced exceptional circumstances is not discretionary.

Authorised and Unauthorised Absences

Authorised Absence – This is an absence that the School is able to authorise (in accordance with DfE Statutory Guidance).

Only the Headteacher can authorise an absence. Contacting the school to advise that their child will be absent is not the parent authorising the absence. Parents have no such legal right.

Unauthorised Absence – This is any absence where the school cannot authorise an absence.

The Local Authority requires schools to notify them of unauthorised absences. It is unauthorised absences that can lead to Local Authority Legal Escalation.

What happens following an unauthorised absence?

If a child accrues unauthorised absences, the school will make contact with parents to discuss how the situation can be improved. It is important that parents work with the school to prevent further unauthorised absences.

If the situation cannot be resolved between the school and parents, then the matter must then be referred to the Education Welfare Service who will investigate the absences. If there is no improvement (or legally justifiable and evidenced reasons for the absence patterns) then it may be necessary for the Local Authority to instigate Legal Proceedings. This can be distressing for the family and the child. Please work with us to prevent Local Authority involvement.

It is important that parents understand that there is no benefit to the school from any penalty notice or prosecutions. Schools are under a statutory obligation to notify the Local Authority of Unauthorised Absences.

Legal Parental Responsibility Measures available to the Courts for unauthorised Absence can include the issue of Penalty Notices, Court Summons or an Education Supervision Order. These are Criminal proceedings that can lead to a Criminal Record.

Facts about attendance

- 15 minutes late every day ... adds up to 2 weeks lost every year.
- If your child is absent from school 1 day a week by the end of their school career your child will have missed 2 years of education.
- 'Children with full attendance are nearly 5 times more likely to achieve at the highest level at KS2 than those with attendance at 80-85%'.