



## Attendance Procedures at John Hunt



Good attendance and punctuality make a big difference to your child's education. Arriving late or missing days off school will impact on your child's learning, how they feel and their friendships.

### School attendance

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The government expects:

- schools and local authorities to:
  - promote good attendance and reduce absence, including persistent absence
  - ensure every pupil has access to full-time education to which they are entitled
  - act early to address patterns of absence
- parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- all pupils to be punctual to their lessons

**School attendance guidance for maintained schools, academies, independent schools and local authorities**

**May 2022**

**We reward individuals and class groups for achieving high levels of attendance and punctuality.**



**The class with the highest attendance at the end of each half term will choose a reward. Individuals with great attendance are rewarded with film nights, construction and drawing clubs or even having a non-uniform day!**

*If your child is unwell, we completely understand the best place for them to be is at home.*

**Impact on Learning - The following information shows how school attendance can affect a child's future progress.**

<b>Above 97%</b>	<b>Above 97%. Less than 6 days absence in a year:</b> Excellent attendance! Pupils with this attendance should achieve the best levels they can, leading to the best possible start in their education.
<b>95%</b>	<b>95%. Less than 10 days absence in a year:</b> Pupils with this attendance are likely to achieve their target levels and will be well prepared for starting secondary education.
<b>90%</b>	<b>90%. 19 days absence over the year:</b> Pupils with this attendance are missing a month of school per year and may fall behind in Maths and English; it will be difficult for them to achieve their best.
<b>85%</b>	<b>85%. 29 days of absence in a year:</b> These pupils are missing 6 weeks of a school year, it will be very difficult for them to keep up and achieve their best.
<b>80%</b>	<b>80%. Pupils with this attendance are missing a day for every week of the school.</b> It will be almost impossible to keep up with school work. Parents of pupils with this level of attendance could be issued with a penalty notice.

## **The beginning of the school day**

Our school gates open at **8:40 am** and close at **8:50 am**. If you arrive at this time or later, you will need to enter school via the school office. The parent/carer must complete the late arrival form in the school office with their child. Your child will be given a late mark.

Registers close at 9:15 am and your child will receive an unauthorised absence mark, which will affect their overall attendance.



## **If lateness continues**

1. A phone call or letter will be sent home to inform parents of their child's persistent lateness.
2. If lateness still continues you will receive a letter inviting you to a meeting regarding punctuality.
3. If you do not attend this meeting, the meeting will go ahead and minutes will be sent home to you.
4. If lateness still continues, a referral will be made to the EWO (Educational Welfare Officer), which could result in a fine.



## **My child is unwell and will not be attending school**

On the first day of absence (and every day afterwards until they return) parents/carers should notify school by Parent Mail or telephone: 01636 682007, before 9.15 am.

Please also provide the reason(s) why your child will be absent and state what the likely day of return will be.

## **Attendance - if a child is absent with no reason provided via a message to school.**

**Day 1-** You will receive a text message/phone call to ask for a reason for absence.

**Day 2-** We will text/ring and leave a message to inform you that school will be completing a home visit to carry out a 'Safe and Well' check.

If we receive no reply by the afternoon- school will complete a home visit.



## **Home visits**

If you are not in, we will leave you a note asking you to contact school. If we have any reason to be concerned about the welfare of your child, we will call the appropriate service.

If we hear nothing within 10 days, we have a duty to report the child as missing in education to the Local Authority.

If we have reason to believe you have taken the child on an unauthorised holiday during term time, we will write to you and this could result in a fine.

## **Children Missing in Education guidance**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

## Holidays

In the interest of fairness to everyone, unfortunately no holidays will be authorised - unless of course there are **really exceptional** circumstances.

If you still wish to take your child out of school during term time, you must fill in a holiday request form. Failure to do this could result in a referral to Children Missing in Education as we will not know where your child is.

Following your holiday request, we will send a letter to say that it has been unauthorised and referred to the EWO. This could result in a fine.

## Religious Observance

At John Hunt we recognise the vibrant and diverse faiths and values of all our community. We promote and celebrate our varied heritage as one of the strengths of the school. The Pupil Regulations 2006 states that absence for religious observance should be treated as authorised absence "on a day exclusively set apart for religious observance by the religious body to which the parents belong".

SHINE will allow one day for each religious festival, with no more than three days in an academic year.

## Late collection



Please ensure you pick up your child on time (3:15pm). The school gates will open at 3:10pm and close at 3:20pm.

Arriving late to collect your child can be very upsetting for them. If you know you will be late, due to unforeseen circumstances, please let us know so we can reassure your child and prepare them.

Any late collections will be monitored and you will be asked to attend a meeting if this is a regular occurrence.

## Appointments

Please do your best to arrange medical/dental appointments outside of the school day. If you need to take your child out for an appointment, please ensure the office know early. Please also bring proof of the appointment to avoid it being unauthorised. This could be a letter, text message, email etc.

Please inform the office when you collect if the child will be returning and whether they will be having their normal lunch arrangements.

## Support

If you or your child need any support with any of these issues, please come and share this with us and we will be able to signpost you to appropriate support.