

HAMSEY GREEN PRIMARY SCHOOL

ATTENDANCE

‘Together we learn for life’

Attendance and Success

Good attendance is vital for good progress at school. Every term, you should aim to go up one level on the chart or, better still, stay at the top!

The following chart shows clearly just how improved attendance can convert to improved grades:



If your attendance is only 90%, you might not achieve as well

If your attendance is only 80%, you will not achieve as well

At Hamsey Green Primary School, we expect the best of our students and celebrate the students who set the highest standards in attainment, punctuality, and attendance. Good attendance is considered a high priority.

It is the responsibility and legal duty of parents/carers to ensure that their child attends school. We seek a partnership with parents to encourage good attendance and punctuality.

Legal responsibilities

- Parents have a legal duty to ensure that their child attends regularly and punctually.
- The Local Authority has a legal duty to ensure that parents carry out this responsibility
- The school has a legal duty to record absence of registered pupils in compliance with the regulations

Absence from school

If your child is absent from school, parents/carers are requested to phone the Absence Line on 01883 622000 Option 1 or email absence@hamsey.surrey.sch.uk on the first day of absence and, if the absence is for more than one day, please maintain contact with school.

Parents are required to inform the school of all absence by personal contact, letter, e-mail or telephone. Notification of the nature of the illness and the expected length of absence is also requested. If your child is absent from school for 4 days or more we require a note from the parent/carer on their return to school.

A telephone call to the parent/carer will be made on the first day of each nonattendance if no contact has already been received.

If an explanation for absence is unsatisfactory parents will be contacted to discuss any difficulties with school attendance.

For medical or other appointments during the school day notification is required **in advance**. Appointment cards must be shown to school in order for the absence to be authorised. Routine appointments/check-ups should be made out of school hours wherever possible.

Holidays during term time

No holidays will be authorised during term time.

The school holiday dates are published a year in advance and parents/carers should take their family holidays during these times. Term dates for Surrey schools are also available from the Surrey County Council website www.surreycc.gov.uk

If there is a situation where a child will be absent during term time you must complete an Application for Leave of Absence for Exceptional Circumstances to notify school in advance. These are available from the school office and on the school website.

National Tests are administered during the Summer Term – requests for absence during this period must be avoided.

The role of the Education Welfare Officer

The Education Welfare Service is part of the Local Education Authority which has responsibility for promoting, encouraging and enforcing regular school attendance. The EWO regularly visits the school to look at attendance, patterns of absence (e.g. Fridays) and lateness. Children whose attendance is less than 80% will automatically be referred, as well as any families that are causing serious concern to the school. This may lead to a School Attendance Agreement being required, which the parent/carers, head teacher and EWO all sign. Registers are monitored by the EWO (Education Welfare Officer) at least half-termly.

If there are any issues regarding attendance it is vital that parents contact the school as soon as possible so that we can support your child. We have a range of options available to help students, who are having difficulties, so do not hesitate to get in touch. Unfortunately if very poor attendance is not addressed it could result in a heavy fine or even court proceedings.

Improved attendance is also rewarded along with 100% attendance. So it's never too late to turn things around. All children benefit from regular attendance.

Attendance Monitoring

If a student does not attend school, the impact on their progress cannot be underestimated. The government set a benchmark of 95%, above this level of attendance; students are expected to make the best progress. Attendance below 95% could seriously affect a child's progress. At Hamsey Green Primary School we keep track on the attendance of all our students and as a parent you can expect the following actions:

- 99-100% = attendance certificate
- 95% (1 day off per month)
- 93% = cause for concern letter home/meeting with Senior Leadership Team
- 90% and below (2 days off per month) = Medical evidence required/Education Welfare Officer (EWO) involvement e.g. copy of prescription, appointment card from doctors.

Awards

The class with the highest weekly attendance is announced on Stop Press. Mini Mac the squirrel cuddly toy goes to the highest attendance from Reception to Year 2, Peter Puffin is awarded in Key Stage 2.

Late Arrival at School

The school day starts at 8.45am and we expect children to be in school by this time. All year groups start the day learning through Early Morning Work, Letters and Sounds/Spelling, reading or Mental Maths. This is an essential part of their learning which is missed when your child arrives late.

- More than 5 lates in a half term = letter home
- More than 10 lates in a half term = Meeting with SLT/Pastoral Lead

If your child arrives at school 5 minutes late every day, over the school year they will have missed a total of 3 ½ days of school.

175 Non School Days A Year			175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments		
190 SCHOOL DAYS IN EACH YEAR 190 days for your child's education.	10 days absence				
	180 DAYS OF SCHOOL	20 days absence	29 days absence Half a term missed	38 days absence	47 days absence over two months missed!
		170 DAYS OF SCHOOL	161 DAYS OF SCHOOL		
				152 DAYS OF SCHOOL	143 DAYS OF SCHOOL
100%	95%	90%	85%	80%	75%
GOOD		WORRYING		SERIOUS CONCERN	