



## Attendance (Every Lesson Counts... A guide to School Attendance)

At Haddenham Community Infant School it is important that children come to school regularly and on time.

Children are not permitted time off school to go on trips, shopping or holidays. If parents do request time off for such events they will be unauthorised by the school.

Every child has the right to receive a full education

- Children can only make the most of education opportunities if they attend regularly and on time
- Lessons lost will never be found
- 95% attendance or below is a cause for concern
- It is not a parental right to take a child out of school for a holiday

What does school do?

- Provides 190 days of planned curriculum delivery - not a day should be missed
- Listens and supports
- Liaises with the Educational Welfare Officer (EWO)
- Reports levels of school attendance to the Local Authority (Bucks CC), the DfE and OFSTED
- Monitors attendance
- Reports a child's attendance, at least annually, to parents
- Informs parents of their child's unacceptable absence and invites parents to a meeting to discuss any issues

Most common acceptable reasons for absence include:

- Illness of the child
- An emergency medical or dental appointment that has not been possible in out of school hours
- A religious event

If your child is absent for one day then the teacher sets aside time to "catch up" the work from the previous lesson. This may mean that other pupils may not get the support they may need. Therefore, if your child is absent for several days, this work may not get caught up.

Due to the way in which the curriculum is designed the children cover a lot of learning over a week. Absent children may miss units of a particular area, e.g. shape. This may not be revisited for another half term.

### Attendance in black and White

- Your child misses 10 days of school (20 sessions) through illness or a holiday they already only have 95% attendance
- Your child misses 20 days of school (40 sessions) through illness or a holiday then that is only 89% attendance - the equivalent of half a day a week for a whole year.
- Your child 38 days of school (76 sessions) through illness or a holiday then that is 80% attendance



### What if your child is late to school?

- He/she may feel self-conscious
- He/she may miss registration which may result in an absent mark (an unauthorised absence)
- He/she will be catching up for the rest of the lesson
- He/she misses the social part of the beginning of the day
- He/she may be reluctant or refuse to go in to the classroom
- He/she may cause disruption to other class members

Part of the role of the Governing Body is to ensure that the school complies with all government regulations. As you will be aware, last year the government changed its rules regarding taking children out of school for a holiday. Prior to this time Headteachers had been able to authorise holidays, in exceptional circumstances, for up to 10 days per academic year: however, the reality was that many families took holidays out of school holiday time owing to a variety of circumstances, including financial. Headteachers no longer have the discretion to authorise up to 10 days of absence. This discretion has been removed by the aforementioned regulations (2013). Whilst the Headteachers will consider all requests on a case by case basis, parents must be aware that requests will normally be refused.

In line with other Buckinghamshire Schools we have updated our attendance policy, which is in available on our school website <https://haddenhaminfant.eschools.co.uk/website>

If permission for leave is not granted and the child is absent, the absence will be unauthorised, and the school may refer the matter to the Education Welfare Service. Penalty notices will be considered when a pupil has taken unauthorised leave of absence and their attendance is less than 95%. It is important for all families to understand that if a penalty notice is issued by the local authority, none of the money goes to the school.

Haddenham Community Infant School is committed to offering children the best start to their school life. Promoting regular attendance is part of this commitment. We are confident you will support our efforts.