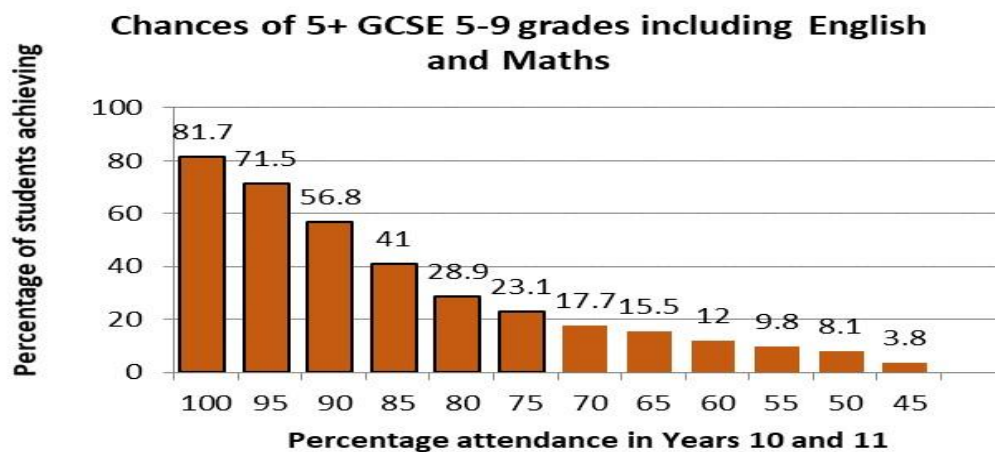




# Attendance, Absence & Punctuality Protocols

Students at Heston Community School are expected to attend school every day, unless they are ill or if there is an exceptional circumstance. The evidence is clear, if students do not attend school on a regular basis they will underachieve. To this end, the School is committed to giving the highest priority to attendance & punctuality. We believe they are critical contributory factors to a productive and successful school career. Helping to create a pattern of regular attendance is everybody's responsibility; students, parents and all members of School staff.



## THE GOVERNING BODY OF HESTON COMMUNITY SCHOOL REQUIRE STAFF TO:

- Encourage good attendance and keep regular and accurate records to monitor it
- Contact parents/carers on the first day of absence
- Make home visits to verify absence for safeguarding purposes
- Make enquiries to parents/carers of students who are attending irregularly, expressing the School's concerns and clarifying the School and the Local Authority's expectations regarding regular school attendance
- Meet with the parents/carers of pupils who are attending irregularly, offering assistance and setting targets as and when necessary
- Refer absence to the attached Educational Welfare Officer, should there be no improvement from the School's own actions
- Devise a Care Plan to support missed learning if your child has a documented medical condition that hinders regular attendance
- Include attendance and punctuality within the student academic report
- Implement Acceptable Attendance Contracts to improve attendance levels
- Via the Local Authority, issue fixed penalty notices to parents who do not send their child to School on a regular basis and/or take unauthorised extended leave from School.

<b>PUNCTUALITY</b>
Students are expected to arrive by 08:20
<b>Every Minute Counts: Lateness = Lost Learning Time</b>
5 minutes late each day = 3 days
10 minutes late each day = 6.5 days
15 minutes late each day = 10 days
30 minutes late each day = 19 days



**PARENTS CAN HELP US BY ONLY KEEPING CHILDREN AT HOME WHEN:**

- Your child is significantly/symptomatically ill and therefore unfit to attend school. There should be an observable symptom; 'feeling unwell' is not enough
- A timely reason; satisfactory to the School is provided for an absence
- The absence is frequent or prolonged - you provide medical verification
- Arranging all non-emergency medical and dental appointments out of School hours
- Keep the School updated by telephone, email or letter of any changes of circumstances -making sure we always have your current contact numbers

**If you are leaving** the area or changing schools, please write to the Learning Coordinator providing all the details. Students remain registered at Heston until they have a confirmed start date at another school.

A Whole Year has 365 days A School has 190 days This leaves 175 days to spend on: family time, visits, holidays, shopping, household jobs and other appointments NB: 90% attendance is equal to one day off each fortnight <b>UNDER 90% ATTENDANCE = PERSISTANT ABSENCE</b>		
If your child misses...	That equals...	And over 13 years of schooling that's...
1 day per fortnight	20 days per year	Nearly 1.5 years
1 day per week	40 Days per year	Over 2.5 years
2 days per week	80 Days per year	Over 5 years
<b>ATTEND TODAY - ACHIEVE TOMMORROW</b>		
100% attendance	0 days missed	
95% attendance	9 days missed	1 week 4 days
90% attendance	19 days missed	3 week 4 days
85% attendance	28 days missed	5 week 3 days
80% attendance	38 days missed	7 week 3 days
<b>EVERY DAY COUNTS! – SCHOOL SUCCESS STARTS WITH GOOD ATTENDANCE</b>		

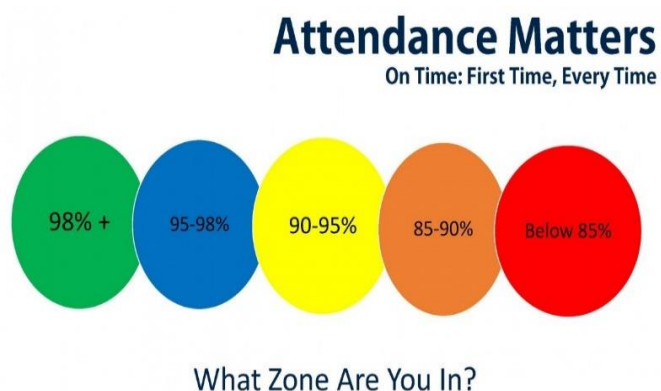
**ABSENCE FROM SCHOOL**

Absence may be authorised for illness, a day of religious observance, involvement in a public performance or an examination off site. Medical, dentist, opticians and similar appointments should always be made outside of school hours. Where this is not possible, the student should only be out of school for the minimum length of time necessary for the appointment. Only exceptional circumstances warrant an authorised leave of absence.

NB: When illness is frequently given as a reason for an absence, the School will ask for evidence other than a parent's word, in order to allow authorisation.

*'Schools can only authorise an absence when medical evidence is provided. Schools do not expect a medical certificate from your GP, however the legal burden lies with the parent to provide: a date stamped appointment card / appointment letter, a label from any prescribed medication for the absence to be authorised'.*

*Education Welfare 2015 London Borough of Hounslow*



<b>WHAT IS YOUR ATTENDANCE WORTH?</b>
<b>TO ACHIEVE EXCELLENT ATTENDANCE AT HESTON COMMUNITY SCHOOL</b>
<b>MEANS ONLY 20 DAYS' ABSENCE IN 5 YEARS</b>
<b>THAT'S ONLY 4 DAYS A YEAR</b>
<b>WHAT CAN YOU ACHIEVE?</b>

## REQUEST FOR TERM-TIME LEAVE

Any request for leave of absence during term time should be given in writing to the Welfare Office - in good time for a response - marked for the attention of the Deputy Headteacher Mr O'Hagan. It should clearly state the student's name, the reason for and the length of time requested. Parents sometimes confuse 'telling' the School as being good enough - this is not so.

If a child goes abroad during a School holiday period, the parent must make definite arrangements so that they return in good time for School re-opening. If a family experiences unexpected delays in returning from a trip abroad or from within the UK, for whatever reason, the School will require documentary evidence accompanied with proof of original return dates i.e. tickets or an official travel plan showing intent to return on time. Medical documentation should be in English.

Heston Community School follows the London Borough of Hounslow's policy that all leave of absence will be recorded as unauthorised, except in exceptional circumstances. The parents of a child of compulsory school age are required by law to ensure that the child regularly attends the school at which he/she is registered. Should a parent fail to ensure that their child attends that school regularly then the parent is guilty of an offence. Parents who are convicted of this offence may be fined up to £2,500

## REMOVING A NON-ATTENDING STUDENT FROM THE HESTON SCHOOL ROLL

Heston Community School will consider removing a student from the school roll for the following reasons:

- If the student no longer ordinarily resides at a place which is a reasonable distance
- If they are absent from School for 20 consecutive school days and the School is unaware of the child's and family's location after reasonable enquiry
- If they have an authorised absence and fail to return within the agreed dates
- If emergency leave has been authorised and the student does not return to School for 10 days after the agreed date of return and reasonable enquiry has been undertaken.

When a student is removed from our roll, they no longer have a place at Heston Community School. In order to apply for a place, families will need to make an in year application directly to Hounslow School Admissions.

## THE LAW

Regular attendance is defined to be in accordance with the rules prescribed by the School. Parents are legally responsible for ensuring that their child attends school on a regular basis.

### Supreme Court Ruling; April 2017

**Regular attendance is attendance at school on each day the school is open for the pupils unless there is an authorisable reason to be absent;** and in accordance with the registration regulation 2006[amended]. Section 444 of the Education Act 1996. "If a child of compulsory school age who is a registered student at a school fails to attend regularly at the school, his/her parent is guilty of an offence." A student's unauthorised absence is an offence for the parent.

- The maximum fine is £1000 per parent per child
- It is a strict liability offence. The proof required that the offence has been committed is the school attendance certificate that shows that the child has failed to attend regularly
- Local Education Authority and Police have the power to issue Penalty Notices to parents of children who have irregular attendance. The Council will issue such notices in cases of truancy, parentally condoned absence, unapproved holidays, irregular or low attendance where absences are unauthorised. Parents will initially receive a warning and offered a period of time to improve attendance. However, cases of persistent unauthorised absence may be fast-tracked to court
- It is viewed as an aggravated offence when a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification, to cause him/her to attend [Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000]. In short, the parent knew of their child's non-attendance and failed, in the absence of any good reason, to do anything about it
- Conviction can lead to a custodial sentence, a community sentence, Parenting Order or a fine of up to £2,500.

## RETURN FROM ABSENCE

Students should be proactive to see their subject teachers to catch up missed work on the first day of return. Learning Coordinators lead weekly 'Study Support' sessions for students to complete missed work in a designated classroom.

