

Going to school regularly is vital for your child's future.

Good Attendance shows potential employers that your child is reliable.

Research suggests that children who attend school regularly are at less risk of getting involved in antisocial behaviour or crime.

365 Days in a Year	190 School days in Total	Total of Absence
100% attendance	190 days attendance	0 Absences
95% attendance	180 days attendance	2 weeks Absence
90% attendance	171 days attendance	4 weeks Absence
85% attendance	161 days attendance	6 weeks Absence
80% attendance	152 days attendance	More than half a term absences
75% attendance	143 days attendance	9+ weeks absence

The Hub School's Attendance Manager

Karl O'Sullivan 01482 304200

For more information on Attendance and the incentives and any other school policies and procedures please visit the school's website at www.thehubschool.org.uk

A guide to attendance, absence and the Law regarding Schools can be also found at: www.dfe.gov.uk



Arrival	8.30am to 8.45am
Breakfast	8.45am to 9.00am
Tutor	9.00am to 9.15am
Lesson 1	9.15am to 10.00am
Lesson 2	10.00am to 10.45am
Break	10.45am to 11.05am
Lesson 3	11.05am to 11.50am
Lesson 4	11.50am to 12.35pm
Lunch 1	12.35pm to 12.55pm
Lunch 2	12.55pm to 1.15pm
Tutor	1.15pm to 1.25pm
Lesson 5	1.25pm to 2.10pm
Golden Time	2.10pm to 2.30pm
Check Out	2.30pm to 2.45pm

School Contact Information:

The Hub School
Springhead Lane
Anlaby Common
HULL
HU5 5YJ

Telephone: (01482) 304200

E-mail: www.thehubschool.admin@eastriding.gov.uk



Transforming Lives



Parents/Carers Guide to Attendance

www.thehubschool.org.uk

The Hub School Aim:

The Hub School is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all students feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential.

We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

Parents and Carers have a legal responsibility to ensure that their child/ren attend school regularly and punctually.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and local attendance targets.

The school will review its systems for improving Attendance at regular intervals to ensure that is achieving its set goals.

The Education Act 1996 states that all children of compulsory school age (5 to 16) must receive fulltime education. Once your child is registered at a school/college, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a Fixed Penalty Notice or Prosecuted by the magistrate courts.

You can help prevent your child missing school by:

Making sure your son/daughter understands the importance of good attendance and punctuality.

Taking an interest in their education—ask about school work and encourage them to get involved in school activities.

Discussing any problems by informing their Teacher, Head of Attendance or Residential Staff about any issues that may arise at school.

Arranging appointments such as doctor or dental outside school hours.

What the Law allows:

School can issue Fixed Penalty Notices for unauthorised absences and/or students absent for unauthorised holidays in term time. Following 5 days absence medical evidence will be requested for the students by the school.

Holiday/Leave of absence in Term Time:

Holidays during term time are discouraged, Parents/carers will be reminded of the effect that absences can have on their children/rens potential achievements.

In all cases where you are removing your child out of school during term time you must complete a leave of absence request form, which are available from the school office. These forms need to be sent to the school 4 weeks prior to time requested time. Please be aware leave of absences will only be granted in exceptional circumstances. If you take your child on holiday during term time Parents need to be aware if you are going to take your child on holiday during term time that this will be documented as an unauthorised absence and places you at risk of receiving a penalty notice (fine).

I must remind you again that you have a legal responsibility to ensure your son/daughter attends school regularly. If attendance doesn't improve your case will be referred to Education Welfare Office to investigate further and may result in the matter being placed before the Magistrates court under section 444(1) A of the Education Act 1996.

Your Local Authority and School will Help:

If you are struggling to ensure that your child attends school.



Here to help

Home tuition for children with long term and recurring illnesses, so they do not fall behind.

Support to help reduce the burden on children where families are in difficulty (e.g. if a child is spending a lot of time as a home carer).

If there is no good reason for the absence, the case may be referred to an Attendance/Emotional Wellbeing Team or the Safeguarding Coordinator who will visit the child's home.

The Attendance/Emotional Wellbeing Team or the Safeguarding Coordinator will also give you advice and support and might refer the family to other agencies that can help you.

The Hub School has a In house Attendance Team—who are on hand each and every school day to support your child with their attendance and will address any difficulties your child may be experiencing.



The attendance Team will visit parents/carers and offer support and give advice on attendance and will try to agree a plan of action to improve your child's attendance.

The Hub School have rewards and certificates for all children that receive 100% attendance, and children with most improved attendance are also recognised for their achievements.

The school will may work with you to build an attendance contract and/or into place agreed rewards and sanctions to encourage your child to attend more regularly.

The attendance Team has weekly meeting to address any concerns relating to attendance.

If your child's absences becomes a cause for concern, you will be visited by one of the Attendance Team/Emotional Wellbeing Team to support and advice on ways forward