

EVERY SCHOOLDAY COUNTS

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their child. However, it is important that parents consider the implications of taking their child out of school during term time. Ten days holiday is the equivalent of a child missing 50 hours of schooling.

To celebrate good attendance at Hill View Infant School we have two mascots, Alice and Arthur our attendance Alligators! Alice and Arthur visit the class with the best attendance every week, to emphasise the importance of coming to school.



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ATTENDANCE POLICY AND PROCEDURES

AIMS

- To ensure every child attends school regularly
- To ensure children are on time for school
- To ensure each child has access to vital learning opportunities
- To ensure that every child has the best possible chance of success

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THE SCHOOL DAY

Registration for all pupils in main school is 8:55 am and 1:00 pm and it is essential that all children arrive at school on time and do not miss the important start to the school day.

SCHOOL ATTENDANCE

If your child is absent through illness or away from school for any reason, please telephone to let us know at once, before 9:30 am on the first day. This is especially important as the school is legally required to record and report reasons for absence. If you need to take your child out of school during the day it is important that you:

- Let us know in advance (by seeking permission from the head teacher).
- Collect your child from the school office as doors are shut during lesson time.

PUNCTUALITY

As with attendance, punctuality is also monitored closely. Parents also need to inform the school if their child is going to be late for school. This is particularly important if a child is going to be returning to school by lunchtime as lunchtime numbers are calculated by 9:30 am and a set number of lunches are prepared. Also, lateness results in vital learning being missed.

PROCEDURES TO TACKLE LATENESS AND NON ATTENDANCE

Pupils attendance and punctuality are monitored on a daily and weekly basis by the School Administrator and head teacher. They are also monitored regularly by the school's Attendance Officer who works with Hill View Junior School and Southmoor Academy. If there are causes for concern i.e. where a child has four broken weeks in any term, particular patterns of absence, unauthorised absence, repeated lateness etc. then the school will adopt the LA's Non Attendance Procedures. This five staged process starts at Stage 1 with the school informing parents of concerns and at stage 5 with legal proceedings.

TAKING HOLIDAYS

The Law

The law says that parents do not have the right to take their child out of school for holidays during school time.

If you take a holiday during term time, this will be recorded as unauthorised absence on the child's records and the Education Attendance Officer informed.

Leave of absence for exceptional circumstances may be requested and granted by the Head Teacher.

The Local Authority may issue fixed penalty notices for holidays during term time.

Parents/Guardian Decision

It is important that parents consider the implications of taking their child out of school during term time. Problems could be:

- Disadvantage if close to exams, for example summer term assessments in year 2 or phonic screening in year 1.
- Settling in problems when starting school or in the first weeks in a new class.
- Children who need help in certain areas need to access all the Educational support that is offered.
- Your child may miss out on valuable group work with classmates that can not be repeated.
- Please consider the unspoken message you are giving your child by letting them think it is acceptable to miss school.

There are only 190 statutory school days in one year.

There are 175 days (weekends and school holidays) available for use for holidays, which would not have a negative effect on your child's education.