

Persistent Absence

The Government classes students with attendance below 90% as a persistent absentee, regardless of whether it is authorised or unauthorised absence. Schools are no-longer judged on overall attendance figures but the number of students who fall in the persistent absentee category. These students are recorded and monitored closely. With this in mind school will work alongside parents to ensure students attend wherever possible to achieve the best outcome for the student.

Who monitors attendance at Hedingham School?

The school is responsible for deciding whether to **authorise** absence. The House Leaders, Form Tutors and the Attendance Officer, Miss Holt, will therefore check attendance weekly. If a student's absence becomes a concern, a letter will be sent to parents, this may be followed up with a meeting in school. Medical evidence may be required to support absence.

If unauthorised absence continues to cause concern, the school will refer the matter to the Local Authority.

The Local Authority has a responsibility to enforce school attendance and will issue penalty notices and take Court action where necessary.

Every School Day counts and will make a difference to your child's achievement.

Hawkwood	Mr Andrew Wright
Moynes	Miss Melissa Dunne
Symonds	Mrs Chelsea Newland
Thomason	Miss Lisa Howes
Years 12/13	Mr Rory Hyde

A child that misses a day of school per week misses an equivalent of two years of their school life.

If you have any concerns or would like further information please contact your child's Head of House or Miss Holt, Attendance Officer

Tel: 01787 460470
E-mail: enquiries@hedingham.essex.sch.uk
Website: www.hedingham.essex.sch.uk



HEDINGHAM SCHOOL

AND SIXTH FORM
ACHIEVEMENT & EXCELLENCE

ATTENDANCE AT HEDINGHAM SCHOOL

A GUIDE FOR PARENTS
2018 - 2019

Why is attendance important?

Hedingham School is committed to providing an education of the highest quality and recognises that this can only be achieved by excellent attendance of students. There is an expectation that your son or daughter attend school regularly.

The whole school community has a responsibility of ensuring excellent attendance. Parents and carers play a key role ensuring that their child attends school and arrives punctually ensuring that students can take advantage of all the opportunities available.

All educational studies confirm that there is a direct link between regular attendance at school and success at GCSE examinations. **Research suggests that 17 missed school days a year = 1 GCSE grade drop in achievement.**

Those students who attend regularly establish and develop better social relationships with their peers and members of staff. Students with greater attendance build confidence and self-esteem, gain communication as well as life skills. Excellent attendance develops self-discipline and is preparation for future employment.

Hedingham School would like students to aim for 100% attendance.

What does the law say?

The Education Act 1996 states that parents and carers must ensure that all compulsory age children receive a suitable education. This includes parents making sure that their children attend school on time, suitably dressed and in a fit state to learn. The school, by law has to take a register of pupils first thing in the morning and during the afternoon.

Reporting an absence

- Inform the school by telephone or via the My Ed App on the first day of absence then every other day by 9.00 am and if possible give the expected day of return
- Keep school informed, especially if the return date alters
- Send a note with the child when he or she goes back to school giving full details of the reason for absence
- Prolonged or frequent absence may require medical evidence.

Failure to notify the school will result in the absence being counted as unauthorised.

What if my child arrives late?

Generally lateness is unacceptable and can legally be counted as unauthorised absence. Therefore, a child arriving late, after the register is closed, should bring a note explaining the reason and sign in at the student reception desk. Your child arriving late may cause disruption for him or her and other children. Your child may miss important information and repeated lateness can affect future references.

Medical appointments

Requests for your child to be allowed out of school should be sent prior to the date along with a copy of the appointment letter or card. He or she will be released from school in sufficient time to attend the appointment and should return to school if time allows. Every attempt should be made to arrange such appointments outside of school hours, where possible.

Leave of absence

School holiday dates are published well in advance, details can be found on the Essex County Council website. Parents are expected to plan and take their family holidays at this time so as not to disrupt their children's education. There is no entitlement to take your child out of school; however you may apply to school for leave of absence if you believe there are exceptional circumstances.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a student except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

The law enables Hedingham School to authorise absence for the following:

- **Acceptable medical reasons or an unavoidable cause**
- **Religious observances**
- **Entitled transport which has not been provided**
- **Leave of absence in exceptional circumstances only**

A student that has 10 days of absence will miss 50 hours of lessons.

What about other reasons for absence?

These situations will be dealt with individually by the school on their merits. However, it is **not acceptable** for your child to be absent for reasons such as:

- Minding the house
 - Looking after family members
 - Going shopping during school hours
 - Celebrating birthdays
-