

Attendance Matters

A book for parents/ carers and pupils

Children know that school is important

Why?

“to learn more”

“to find out more about the world”

“to enjoy making and doing things”

“to be happy with my friends”

“to share what we can do”

“to work together with others”

“to get good exam results”

“to get to college or university”

“to get a good job”

Pupils can't do these things if they are not at school

Support for good attendance can be obtained from:

Hazelwood Schools:	0208 886 3216
Education Welfare Service:	0208 379 5501
Childline:	0800 11 11

For Parents/ Carers

At Hazelwood Schools we aim for all our pupils to have outstanding attendance. This means we work in close partnership with all parents/ carers to achieve this.

Attendance

If your children are aged between 5 and 16 (statutory age) you must make sure they attend school regularly and stay in school.

**This is the law,
you can be taken to court for breaking the law.**

At Hazelwood the Governing body have agreed that attendance matters for all children and therefore children under 5 (not of statutory age yet) who attend Nursery and Reception must attend school every day. Only in exceptional circumstances and with the agreement of the school, will part time be agreed for children under 5.

The role of parents/ carers

Parents, whose children are registered at school, have a **legal duty** to ensure that their children receive their education through regular attendance at school.

Parents also have a vital role in fostering good behaviour and in supporting Hazelwood Schools' aim for pupils' behaviour to be of the highest standard.

Parents should also ensure their children:

- Arrive on time to school;
- Are wearing the correct school uniform;
- Have the books and equipment they need;
- Have completed their homework;
- Are not too tired, worried or hungry, and
- Carry out their responsibilities, as set out in the Home School Agreement.

Children need parental encouragement and support in order that they may participate fully and positively in their day to day school work and in the wider life of Hazelwood Schools and the community.

Absence

Any absence should be reported to the Schools on the first day of absence. This helps us to know where all our pupils are.

Parents and carers can explain absences but cannot authorise them. **Only the Schools can decide whether an absence can be authorised.**

Your child can be absent if he/she is too ill to go to school.

Regular unauthorised absences where a parent has not provided a reason for absence mean that a parent or parents may be breaking the law and could be:

- Issued with a fixed penalty charge notice of £60 per parent per child by the local authority.

Medical appointments

Parents should make every effort to arrange medical and dental appointments after school, or during school holidays. If there is no alternative and your child has to be absent, please inform the School Office.

Term time holidays

Parents must not take holidays during term time. Hazelwood Schools are closed for 14 weeks of the year and parents are expected to use this time for taking holidays and visiting family abroad. The Headteacher will not authorise holidays during term time. The Schools have the full support of our Governors in this matter with the Headteacher's decision being final.

Religious observance

Parent and carers may apply for a child to be absent from school on the day of a religious festival, so that children can enjoy celebrations with their families. In most circumstances the Schools will authorise one day's absence. However, this absence will contribute to the child's overall attendance figures.

Exceptional circumstances

The Schools will only authorise an absence during term time, other than illness, in exceptional circumstances.

Be aware

If your child has frequent days off for minor illnesses, e.g. tummy ache, feeling sick, it may be a sign that there is a problem at school. Please contact the Schools and discuss the problem.

A happy child – a regular attendee

For Parents/ Carers and Pupils

Here are some things that parents/carers and pupils can do to get good attendance:

- Have a regular bedtime;
- Have an alarm clock;
- Get up at the same time everyday;
- Leave early for school;
- Get a friend to call for you;
- Get your equipment ready the night before; and
- Have a regular time for your homework.

It is also really helps if parents:

- Take an interest in school work;
- Listen to their children read;
- Help with homework;
- Work in partnership with the school; and
- Praise their children's efforts.

Rewards/ Praise/ Consequences

We want to encourage all pupils to have excellent attendance. To support this aim, we give out certificates to pupils whose attendance is really good. Many of our pupils receive these certificates.

Being on time for School matters

Punctuality

Pupils are expected to be in the line at 8:50am ready for the school day to begin at 8:55am.

Nursery children are expected to arrive at 9:00am if they are full time, or either 8:30am or 12:00pm depending on whether they have a morning or afternoon placement.

Punctuality is very important and pupils arriving between 8:55am and 9:10am are marked late. Children arriving after 9:10am are recorded as an unauthorised absence. Parents should ensure their children come to school on time.

Being late puts you at a disadvantage. You miss notices and important information. You miss important learning and interrupt lessons.

Missed lessons = missed learning opportunities and your child will not make the progress they are capable of

Being on time shows you are:

- RELIABLE
- ORGANISED
- VALUE YOUR CHILD'S EDUCATION
- AWARE THAT SCHOOL MATTERS

Employers want good time-keepers!

For Pupils

If you do not attend school every day, this is what happens:

“You don’t know how to do the work...”

“You feel a bit left out...”

“You get left behind...”

“You have to make friends again...”

“You lose touch...”

(the above are comments from children)

A morning off school = 3 hours missed

An afternoon off school = 2 hours missed

A day off school = 5 hours missed = 20% of a week

Days off school soon add up. Missing lessons makes it hard to catch up and you have to work harder when you come back.

20% absence is the equivalent to one day’s absence, every week throughout the school year; and

20% absence over 5 years is the equivalent to a whole year missed!

It is well researched that a pupil’s attainment is linked to attendance. ‘If a school can improve attendance by 1%, they will see a 5-6% improvement in attainment’ (DFE). Hazelwood Schools’ clear message is “every lesson counts”.

Hazelwood’s Attendance Target

Our target is at least 96.8% attendance for every pupil in every class in every year.

We want you to have at least 96.8% attendance or more.

It's Good to be on Time