

Attendance

Attendance Officer: Mrs A Ambridge

Our School Day:

Year 10 + 12 + 13

8.25	Warning Bell
8.30	Registration
8.35	Lesson 1
9.35	Lesson 2
10.35	Break
10.55	Lesson 3
11.55 – 12.55	Lesson 4
12.55 – 1.40	Lunch
1.40 – 2.00	Tutor
2.00	Lesson 5
3.00	End of School

Year 9 + 11

8.25	Warning Bell
8.30	Registration
8.35	Lesson 1
9.35	Lesson 2
10.35	Break
10.55	Lesson 3
11.55 – 12.40	Lunch
12.40 – 1.40	Lesson 4
1.40 – 2.00	Tutor
2.00	Lesson 5
3.00	End of School

Attendance is taken very seriously at Harlington Upper School and we are working hard to help students achieve 100% attendance. We believe that;

- Regular attendance promotes the effective and continuous learning of all students.
- Regular attendance promotes positive friendships and well-being.
- Failing to attend school on a regular basis is a safeguarding matter.
- Good habits of attendance and punctuality will assist to develop self-discipline and responsibility in preparation for future employment.

If you achieve 100% attendance - 190 days - you still have an amazing 175 days of holiday.

School Punctuality

Lateness = Lost Learning; Minutes amount to days

Parents/carers are responsible for ensuring that their son/daughter arrives at the school punctually. Students should arrive at the school for no later than 8.30am. The school offers breakfast from 8am until 8.30am every morning. Registration begins at 8.30am and form tutors electronically take the first register of the day. Students must report to Student Support Reception to sign in if they arrive after 8.35am. Arriving after 9.15am without a legitimate reason will be recorded as an unauthorised absence. If a student needs to leave school early they need to bring a note to show their form tutor and make sure they show the note to Student Support Reception and sign out when they leave. The school will contact you if we have concerns about punctuality and ask that you support our detention procedures re: student lateness.

Reporting an Absence

If your child is unable to attend school you must:

- Call our attendance line 01525 75510 ext 258 or email studentabsence@harlington.org as soon as possible on the first day of absence, preferably before 9.00am. Please make sure you state your child's name, tutor group and the reason for absence. Please speak clearly and spell any unusual names.
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us.

If your child is absent we will:

- Text or in certain circumstances telephone you on the first day of absence if we have not heard from you
- Invite you in to discuss the situation with our Attendance Officer, House Leader and/or Deputy Headteacher if absences persist
- Refer the matter to the Access & Inclusion Service if attendance moves below 90%.

Good Attendance

What does your child's percentage attendance mean? Parents/carers often become confused about what good attendance is. As a school our target attendance percentage is 96%.

Attendance Percentage	Days missed over a school year
100%	0 Days missed
95%	10 Days missed
90%	20 Days missed
85%	30 Days missed
80%	40 Days missed

Research has shown that 17 days absence in a year results in a drop of one grade at GCSE

Reasons for Absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason and that are permitted under government guidelines like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Medical and dental appointments, where possible, should be made for after school or during school holidays but we do understand that this isn't always possible. However, students should attend school prior to or following a medical/dental appointment and avoid a full day's absence.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the School and the Access & Inclusion Service using sanctions and/or legal proceedings. This includes:

- parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed.

Holidays

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. They will also miss 50 hours of education.

There is **NO** entitlement to parents to take their child out of school during term time. However, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

The Education (Pupil registration) (England) (Amendment) Regulations 2013 amended Regulation 7 prohibit Headteachers granting leave of absence to a pupil except where the Headteacher considers that there are exceptional circumstances relating to the application. Whenever possible we would require 6 weeks' notice. The application must be made from the parent/carer with whom the child normally resides. If the absence is not authorised and the holiday/leave of absence is taken anyway, the case will be referred to the Access & Inclusion Service to issue a Penalty Notice for £60 if paid within 21 days to **each parent for each child** taken out of school.

An application for leave of absence can be found at <http://www.harlington.org/letters-and-forms>. A copy can be obtained from the school office.

Promoting Attendance

Staff and Students at HUS are fully aware of the expectations surrounding attendance.

- Regular assemblies take place in school highlighting the importance of Attendance.
- Weekly attendance figures are given for each form in assembly.
- Rewards given for excellent, good and improved attendance.
- Rewards given to tutor groups for achieving the best attendance.
- Informative displays regarding attendance in school.