



Attendance

A guide for parents and students

2018–19

Why is attendance important?

The aim of this booklet is to outline the importance of regular attendance at school in order to emphasise the impact it can have on your child's academic progress. Research indicates that there is a direct link between poor attendance and poor achievement.

Hindley High School has a minimum target of 97% attendance for every child. A student who has 90% attendance misses almost 4 weeks of school every year. That's over 100 hours of learning. Visit the attendance section on the school website to learn more about the link between absence and attainment.

If young people do not attend school regularly, they will experience difficulty in keeping up with their studies. In addition, they also miss out on the many activities and opportunities that we offer at Hindley High School that support the curriculum and nurture their growth into young adults. Students who do not attend school regularly are at a greater risk of becoming involved in crime or becoming a victim of abuse.

It is important that we help our young people get into the good habits that they will need in the work place. Excellent attendance and punctuality are essential in their future employment and we regularly receive requests from potential employers for references regarding attendance and punctuality.

Students who develop a poor pattern of attendance and punctuality will be monitored by the pastoral team and you may be invited into school for a meeting with the pastoral support assistant, head of year or assistant headteacher.

As a parent, you are legally responsible for ensuring that your child attends school regularly and is punctual. If you fail to ensure this, you are committing an offence under the Education Act (1996) which may lead to a fine of up to £2500 and/or a prison sentence. You may also find yourself issued with a penalty notice.

Persistent Absence (PA) is classed as any absence that equates to over 10% of the academic year at any given time. Any student that appears on the PA list will be monitored and tracked by the pastoral team, local authority and could have the attendance enforcement team from the local authority involved.



Absence

If your child is absent from school through illness you will need to supply a covering note in order for Hindley High School to consider authorising the absence. If your child is being monitored by the pastoral team, medical verification must be provided in order for the absence to be authorised.

You are asked to contact the school on the first morning of absence by 9am either by phone on 01942 767704 or through the school gateway app and contact school each day the absence continues.

Absences will not be authorised unless you provide medical verification in the form of an appointment card, prescription counterfoil, doctor's note or packaging for medication. Hindley High School only authorise 2 different blocks of absence. Only in exceptional circumstances will we authorise 3 or more absences.

All evidence of absence must include your child's name and be dated by the medical service that your child has visited. This should be handed in on the first day that they return to school. At any point during an absence the pastoral support assistant may visit in order to satisfy safeguarding regulation and offer support where necessary.

We ask that all medical appointments are supported by an official letter or appointment card prior to the appointment being taken. Appointments for routine check-ups should be made at the end of the school day or during school holidays. Your child's absence will be recorded as unauthorised on the school register unless official documentation is provided. Where this is provided, the absence will be recorded as an authorised absence.



Penalty Notices

If your child exceeds 10 sessions (which equates to 5 days) of unauthorised absence during the school year they may be issued with a penalty notice. The penalty notice is £60 per child for each parent. If the fine remains unpaid after 21 days the penalty increases to £120. If the notice remains unpaid after 28 days the local authority may commence proceedings under the 1996 Education Act 444(1).

If a parent reports that a child is absent from school due to illness and subsequently it becomes apparent that the child has been absent for the purpose of a term time holiday, the school will ask for medical verification.

There are many stories about parents choosing to simply decide to pay the penalty notice as a cheaper alternative to an expensive holiday. However, if a parent does this once, the next time they take leave of absence without authorisation it could be seen to be an aggravated offence and therefore they could incur a prosecution, which could result in a higher level of court disposal.

Students' Responsibilities

- Aim for 100% attendance
- Follow the dress code set by Hindley High School
- Be punctual to registration and lessons. Students should be in school by 8.50am for a prompt 8.55am start. Pupils arriving after this time will be marked late
- If after 8.55am report to reception to sign in and provide a note from home with an explanation for the late arrival to school
- Attend break or lunch time detention if requested
- Be equipped and ready to learn
- Visit the toilets during break time and lunchtime and not in class time



Leave of Absence

The Education Regulations makes clear that headteachers may not grant leave of absence during term time unless there are exceptional circumstances. In exceptional circumstances the school will consider a request for a leave of absence for one period during the academic year.

You need to write a letter to the headteacher and provide evidence to support your application and return it to school at least six weeks prior to the proposed date of absence.

Research indicates that fewer than 40% of pupils in secondary schools with an average of 15 days or more absence per year achieve 5 good GCSE passes.

Rewards

If 100% attendance is achieved your child will receive a certificate in recognition of this achievement once per term. A copy of this will be given to your child at the start of each new term.

Pupils with poor attendance or punctuality may not be invited to excursions, trips, prom, etc.



What can parents do to help?

It is important that you inform us of any medical or emotional issues that may be affecting your child's attendance to enable us to offer the appropriate support. If you suspect that your son or daughter is experiencing any problems or issues at school that may be affecting their attendance please make contact with us as soon as possible via their head of year. This will alert us to any problems and help us to work with you towards resolving any issues. It is important that your son or daughter understands that you are working with the school to ensure that there are no barriers to learning and that you do not condone absence.

If requested, provide medical verification to support an absence from school. We ask that you update us every day of your child's absence from school and provide a note on the first day of your child returning to school.

If you have been requested to provide medical verification by the school send this in for any absences to be authorised. Please ensure that your child's full name, form tutor group and dates of absence are all included within the note.

You can contact the school by telephone 01942 767704 or alternatively via school gateway app.

Please state your child's full name, date of absence, form tutor group and an explanation for their absence.

Punctuality

It is important that all students conform to the school's expectations regarding punctuality to school and to lessons. Late arrival to school can result in an immediate break time detention.

Students who fail to attend the detention will then attend a 30 minute detention during lunchtime the same day. Failure to attend these prescribed detentions will lead to a further intervention from the pastoral team or a senior leader.



Term Dates 2018/19

School Holidays	-	School Closed	School Open
Staff Inset		Mon 03 Sept 2018	Tues 04 Sept 2018
Half Term		Mon 22 Oct 2018	Mon 29 Oct 2018
Christmas		Mon 24 Dec 2018	Mon 07 Jan 2019
Half Term		Mon 18 Feb 2019	Mon 25 Feb 2019
Easter Holidays		Mon 08 April 2019	Tues 23 April 2019
Bank Holiday		Mon 06 May 2019	Tues 07 May 2019
Half Term		Mon 27 May 2019	Mon 03 June 2019
Staff Inset		Mon 01 July 2019	Tues 02 July 2019

School closes on Thursday 18 July 2019