



St Hugh's School
Parent Friendly Policy
Attendance Policy

St Hugh's School aims to maximise attendance rates in order to ensure that all students are able to take full advantage of the learning opportunities available to them.

St Hugh's is obligated by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent/ Carer does not in itself authorise an absence. An absence may only be authorised if the school is satisfied that the explanation offered is valid.

There is a clear link between good attendance and educational achievement. Regular and punctual attendance is vital if students are to benefit from the academic, personal and social opportunities which are offered to them within school.

Home plays an important role in supporting the school and encouraging students to reach good attendance levels.

What school expects from students

To attend regularly

To arrive on time appropriately prepared for the day

To hand in any letters regarding absences from parents/carers to team base staff

What school expects from parents/carers

To ensure their child attends school regularly and on time.

To ensure that they contact school before 9.30am on the first day their child is unable to attend school.

To ensure their child arrives on time and is well prepared for the school day with equipment, completed homework etc.

To contact the school to seek authorisation for any forthcoming appointments for their child and where possible to arrange appointments, outside of the school day.

To ensure the continuity of their child's education by taking holidays during the school holiday period only, except in exceptional circumstances (as laid out in the North Lincs. Statutory guidelines)

St Hugh's School will provide a broad and balanced education that is dependent on regular school attendance. School operates a regular efficient and accurate recording of attendance. School works closely with the Education Welfare Service to assist and support parents where needed to promote attendance.

Absences

Absences can be initially authorised by the school office or by team base teacher. However there is an expectation that a note will be written in the students journal to explain the absence. Unaccounted absences will be investigated by staff on a daily basis.

Absences will be authorised if:

The student is ill or prevented from attending by an unavoidable cause

The absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's family belong

School transport has not been provided due to inclement weather

There is a family bereavement

The student is attending an interview with either a prospective employer or in connection with an application for a place in further education, or for a place in another school, or attending work experience or any sporting event organised by school.

Absences would be unauthorised if:

There is no explanation from parents/carers

The school is dissatisfied with the explanation

The student is staying at home to look after siblings or mind the house

The student is absent for unexceptional special occasions e.g. the students birthday

The student is taken on a family holiday and leave of absence has not been authorised in accordance with local authority guidelines

School may request medical confirmation of an absence where they are unsatisfied with the explanation given.

Holidays in school time

Holidays are not permitted in **term time at all**. If students have unauthorised absences due to a holiday and that time exceeds 10 absences i.e. 5 school days, a letter will be sent from the school attendance officer and will result in a referral to the Education Welfare Service who may impose a penalty notice.

Rewards for good attendance

Good attendance at school is praised appropriately. Pupils with 100% attendance receive a certificate at the end of each half term. Pupils with 100% each week receive a raffle ticket which is drawn half termly for a prize.