



## ATTENDANCE POLICY

<b>Audience</b>	<b>All staff, Parents/carers, Students, Governors</b>
<b>Named person responsible for monitoring</b>	<b>SLT i/c Attendance</b>
<b>Agreed by Quality Assurance Committee</b>	27 November 2014
<b>Agreed by Governors</b>	<b>4 December 2014</b>

Hampstead School seeks to ensure that all of its students receive a full-time education which maximises opportunities for each student to realise his/her true potential. We are committed to the United Nations Convention on the Rights of the child and particularly endorse:

- Articles 28: Every child has a right to education
- Article 29: Education must develop every child's personality and talents and abilities to the full, within education that is fair and humane. In order to achieve this, students need to attend school.

The School will not authorise leave during term time, except in exceptional circumstances. All students are expected to be in school, on time, every day, every lesson.

The School will strive to provide a welcoming, caring environment, whereby each member of the school community feels valued, secure and wants to come into school.

All school staff will work with students and their families to ensure each student attends school punctually and 100% of the time. The school will employ an Attendance Officer, working in conjunction with the Education Social Worker (ESW) to drive this expectation.

The School will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping. It will robustly challenge the behaviour of those students and parents/carers who give low priority to attendance and punctuality.

The School will establish an effective and efficient system of communication around attendance with students, parents/carers and appropriate agencies to provide mutual information, advice and support.

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
*Chair of Governors*