

Attendance matters.

We expect students to be in school every day and on time. It is a legal requirement but more importantly we know there is a direct link between attendance and student attainment. There is no substitute for what happens in a classroom so when a student is absent from school they miss 5 hours of teaching and learning, and a whole lot more! They miss the social interactions with their friends as well as the fantastic extra-curricular activities which allow students to engage with opportunities that might not always be available to them. When a student is late they start the day at a different point to everyone else which can affect their attitude to learning as well as their attitude to others. Adults would not be allowed to arrive late for work and that is one of the analogies we use to highlight how important it is to arrive to school on time. When a student is late they miss the opportunity of a free breakfast and a positive start to the day. When a student is absent they lose the continuity of their learning. Please make sure your child attends school every day and on time.

Family holidays during term time

Family holidays must not be taken during term time (the school term). The guidelines from the London Borough of Camden state that under no circumstances should schools authorise absence for holidays or other circumstances on the grounds of cost.

If you take your child on holiday without authorisation, the Local Education Authority has the power to issue a Penalty Notice of £60 per parent, per child rising to £120 if not paid within 21 days. Failure to pay after 21 days can result in a fine of up to £2,500 or up to 3 months of jail sentence.

What support is available?

At Hampstead School we try to create a welcoming and enjoyable atmosphere for learning. Wellbeing is at the heart of everything we do. If your child is trying to avoid coming to school, what should you do?

We would encourage you to contact a member of staff immediately to discuss your worries. Your child could be avoiding school for a number of reasons:

- Difficulties with school work
- Bullying or friendship problems
- Family difficulties
- Housing issues

We can offer mentoring and counselling support to help improve attendance.

Our website has a range of links to wellbeing and mental health resources.

Safeguarding Officer: Heather Daulphin
Deputy Safeguarding Officer: Glen Stevens
Attendance Officer: Alesha Smith
Education Welfare Officer: Jas Oresajo
Attendance line: 020 7472 5380

How can you help?

Your child can get the most out of school if:

- You make sure he/she gets enough sleep.
- You encourage him/her to have breakfast before school.
- You make sure he/she arrives on time.
- You take an interest in his/her school work.
- You encourage your child to engage in extra-curricular clubs to improve their wellbeing.
- You check his/her school bags for home/school communications.
- You support the school's good standard of discipline and behaviour.
- You help to get your child's uniform ready from the night before and make sure they have all equipment



HAMPSTEAD SCHOOL
Learning together Achieving together

Attendance Matters

- **Why it's so important?**
- **How you can help your child?**
- **How to report absence?**
- **How to get support?**



Article 28:
Every child has the right to an education

INTRODUCTION

This leaflet has been produced for parents/carers, to offer information and support about attendance and punctuality.

School attendance is vital to ensure all pupils can learn and fulfil their potential. The government has set a target of 95% attendance for all pupils. This rate allows for periods of illness or particular circumstances when absence from school is unavoidable.

More information can be found at our website:
www.hampsteadschool.org.uk

Why is it so important to attend school regularly?

- Your child will get the best possible start in life.
- They will be able to keep up with their work.
- They will achieve better results.
- They will develop friendships and social skills.
- It will have a positive effect on their wellbeing.

The law regarding attendance

Children of compulsory school age must, by law, receive a full time education.

Each person with day to day parental responsibility could be taken to court and fined for each child who is not attending school regularly or who is persistently late.

The Education Act 1996 states that all pupils should attend school regularly and punctually. 'If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence.'

- Attending 90% of the time still has a serious effect on learning.
- For example, one day's absence every two weeks results in a 90% attendance percentage.

When does your child need to arrive at school?

Our school day begins at 8:40 am. All students must be in their registration room by 8:40am.
We offer a complimentary breakfast at 8.00 am everyday for all.

What happens if your child is late arriving at school?

- All students should arrive for 8:30 am and be in the tutor room by 8:40 am.
- If they arrive after 8:40 am your child will receive a late detention on that day after school.
- If your child arrives after 9:00 am he/she will register at reception, and receive a late detention on that day after school.

Lateness impacts learning!

Did you know?

In a school day if your child is late everyday by:	Your child would have lost approximately...	Or they would have missed approximately.
5 minutes	3.5 days from school	20 lessons
10 minutes	7 days from school	41 lessons
15 minutes	10 days from school	55 lessons
20 minutes	14.5 days from school	82 lessons
30 minutes	22 days from school	123 lessons

What happens if my child is absent?

In the event of illness or an unplanned absence please:

- Phone the school before the start of the school day
- Keep the school informed if the absence is going to continue
- Provide a written explanation when he/she returns to school.

In the event of a planned absence:

- Please apply in writing to the Head if you are requesting an absence in exceptional circumstances.
- Please try to arrange medical/dental appointments during holiday times or out of school hours.
- If it is unavoidable to have an appointment on a school day, please inform school well in advance and provide us with an appointment letter or written explanation.
- If you wish to take your child out of school for a religious observance, please inform us well in advance

Did you know?

If your child's attendance during the school year is:.	Your child would have lost approximately.	Or they would have missed approximately.
95%	9 days	50 lessons
90%	19 days	100 lessons
85%	29 days	150 lessons
80%	38 days	200 lessons
75%	48 days	250 lessons
70%	57 days	290 lessons
65%	67 days	340 lessons

Attendance