



ATTENDANCE POLICY

Audience	All staff, Parents/carers, Students, Governors
Named person responsible for monitoring	SLT <i>i/c</i> Attendance
Agreed by Curriculum & Assessment Committee	22 January 2019
Ratified by Governors	11 February 2019

Good attendance leads to good achievement

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 Head will not authorise leave during term time, except in exceptional circumstances supported by evidence. 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 100% of the time and is punctual. The school will employ an Attendance Team, which will include an 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 _____ *Anne Clarke* _____
Chair of Curriculum & Assessment Committee

Date: ___ 11 February 2019 ___