



**HawleyHurst School
Blackwater
Camberley
GU17 9HU**

**Children Missing in Education
and
Attendance Policy**

2018/19

Principles

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area." KCSIE 2018. Parents and teachers have a duty to ensure maximum attendance at school.

Hurst Lodge holds high expectations of attendance and punctuality our term dates are published a year in advance and are available on the school website.

Aims

- To enable pupil attendance through valuing high attendance rates.
- To encourage students to take full advantage of their educational opportunity by attending regularly.
- To recognise the external factors which influence pupil attendance and work in partnership with parents to address difficulties.

Objectives

- To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.
- To provide an effective and efficient system for the monitoring of attendance.
- To ensure that the health, welfare and safeguarding of all students is fully monitored through vigilant and proactive monitoring of attendance

Practice

- Attendance is recorded by the form teacher in the morning and in the afternoon, and also in every lesson.
- Pupils must attend all scheduled classes and sessions, including assemblies, registration, tutorial meetings, extra-curricular activities that they have signed up for, House meetings and school fixtures.
- Any absence from school, however short, must be supported in writing by parents or guardians.
- Pupils are expected to be punctual at all times. Poor punctuality could be a symptom of an underlying problem and should be investigated by staff immediately.
- Repeated poor punctuality will be dealt with through the Behaviour Management system
- All registration absences will be followed up by a call from the school receptionist, following scheduled registration periods to verify absence.
- The number of absences is to be recorded in reports and Tutors are to inform the Head of section or Principal if they have concerns over any individual parents or pupils.
- Form teachers/tutors have a duty to review their pupils' absence figures on a monthly basis, to work alongside the head of section or safeguarding team to identify any patterns or concerns regarding absence or punctuality.

Causes for Concern:

The form tutors will liaise with parents and failing satisfactory outcome the DSL will liaise with outside agencies

The Local Education Authority (LEA) will be notified if a pupil is going to be deleted from the admission register:

- Due to parents taking the pupil out of school to be educated outside the school system, e.g. home education;
- If the child has ceased to attend school for any reason, including ill health, relocation or permanent exclusion.
- The pupil will not be removed from the admission register until the LEA have been informed in writing by the Principal or Safeguarding team

Expectations

- Pupils are expected to attend school every day unless they are ill or have prearranged permission from the Principal to be absent from school.
- In line with regulations, any absence of more than 10 consecutive days or regular absence will be reported to the LEA.
- Any absence due to reasons other than illness with no prior permission from the Principal will be recorded as “unauthorised” and will appear on reports and future references.
- Parents should arrange vacations during the published periods of holiday, unless there are extenuating circumstances and prior permission is granted by the Principal.
- Any pupil who is seeking permission to “work” or to attend national or international competition must request prior permission from the Principal
- Any pupil wishing to attend interview should seek permission prior to attending
- Parents who wish their children to take study leave, must inform the school that their permission has been granted and inform the school of which days and study sessions their child will attend.
- Pupils attending holiday study sessions must ensure that they have signed in and out of the office prior to making their way to class
- Pupils who arrive late or leave early must sign in or out of the school office