Haberdashers' Knights Primary

A TEMPLE GROVE SCHOOL

Attendance Matters

A Parents' Guide to working with us to help your child thrive at school

Together, stronger

Haberdashers' Academies Trust South

Attendance Procedures

Please can we ask that all parents familiarise with the following procedure.

<u>Reporting Absence</u>
Call the school office absence line on 020 8461 9249 from 8:00am and advise the reason for your child's absence. It is the parents responsibility to inform the school on each subsequent day of absence.

<u>Routine Medical Appointments</u>
We ask that, where possible, these are scheduled for outside of school hours. If appointments are during the day we will require proof of appointment.

<u>Late Arrivals</u>
If you arrive after the gates have closed please bring your child to the Main Office where they will be required to sign in.

Celebrating Good Attendance
We always acknowledge and celebrate good attendance. The weekly class percentage will be published and shared in the weekly communications.
Good attendance is also celebrated within whole school assemblies.

Punctuality

Punctuality

Not only should your child be in school everyday, they should also be in class on time ready to learn.
Teach your child to be an attendance **HERO:**

Here **E**veryday **R**eady to learn **O**n time

Good punctuality is a life skill we want all of our children to develop during their time at our school.
It is better to be late than not in school at all.

Regular lateness can add up to a lot of missed learning

Minutes late per day	Learning time lost in a year
5 Minutes	3.5 Days
10 Minutes	7 Days
15 Minutes	10.5 Days
20 Minutes	14 Days
25 Minutes	21 Days

Attend Today, Achieve Tomorrow

Absences

Good attendance and punctuality are vital if your child is going to achieve their best at school. Our school is committed to working with you to ensure your child develops good habits around attendance.

Missing out on lessons leaves your child vulnerable to falling behind and not reaching their potential.

We expect all parents to work with us to promote good attendance and punctuality in 4 ways;
1. Bring your child to school on time every day.
2. Only keep your child off school if they are too unwell to attend.
3. Avoid booking medical appointments during the day.
4. Avoid taking your child out of school for term time holidays.

Our Targets – The Government expects every child to have a minimum attendance of **95%**

Our School Target – Our target is for all children to have 100% attendance.

Attendance Monitoring

Term Time Holidays

Haberdashers' Academies Trust South does not authorize holidays taken during term time unless there exceptional circumstances. Such requests must be made in writing to the Principal.

Under DfE guidelines, the school may consider taking legal action if term time leave is taken without permission from the Principal. If the Education Welfare Service deems appropriate, a fixed penalty notice will be issued. The maximum charge is £60 per pupil and payable to the issuing Authority.

Education Welfare Service

Our school works closely with the Education Welfare Officer (EWO)
Our EWO works with the school and also helps support parents who are having difficulty with getting their children into school.

If attendance falls below 95%, this is monitored, however should it then fall below 93% it will trigger an attendance meeting at the school where targets for improvement will be set. If attendance fails to improve the EWO will introduce sanctions such as penalty charges and prosecution in the Magistrates' Court. These are seen as a last resort.

Our aim is to always work in a way this is supportive of individual circumstances whilst ensuring every child received their entitlement to education.

Every Lesson Counts

Descriptor	Attendance	Equals number of days absent	Learning hours lost
Excellent	99% or above	2 Days	10 Hours
Good	98% 97% 96% 95%	4 Days 6 Days 7.5 Days 9.5 Days	20 Hours 30 Hours 37.5 Hours 47.5 Hours
Cause for concern	90% 89 %	19 Days 21 Days	95 Hours 105 Hours
Major cause for concern	85% and below	28.5 Days	142 Hours
Attendance below 90% is classed as Persistent Absence			

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