

## ATTENDANCE AND PUNCTUALITY

Good attendance and punctuality are key to successful progress through school. We expect all pupils to attend regularly and to be on time. They should know how long the journey takes to school, whether by foot, bicycle or public transport. The buses are extremely busy on a morning so your child may need to get an earlier one. The school building is open from 8.00am every morning to accommodate pupils arriving early.

The tutorial session begins at 8.50am and all pupils should be in the building by 8.45am so they have time to get to their form room or to assembly.

All pupils are expected to achieve a **minimum attendance of 96%**. Whilst we appreciate there may be occasions when a child is absent for justified reasons, it is important for every child to attend school on every possible occasion.

If a pupil is going to be absent from school for any reason please ensure that you contact the schools' Attendance Officer on 01325 248117 as early possible but definitely before 10am **every day of absence** and a written note to be supplied on return to school. If leaving a message, please ensure you leave your child's full name, tutor group and reason for absence.

When we do not receive a call explaining any absence by 10am, a text message or telephone call will be made by school and, if we still have no response, our school attendance officer will make a home visit during the afternoon to establish reasons for absences.

In line with our attendance and safeguarding policies, a home visit will be made by our Attendance Officer on the **third day of any absence** to offer support in getting your child back into learning, whether it be into school or the use of our online Edclass package.

Please can you ensure that, wherever possible, medical/dental appointments are made out of school time. If this is not possible, appointment card/letters must be provided.

**If your child's attendance falls below 90% we will require medical evidence such as appointment card/letter or copy of prescription for any absence to be authorised.**

### Term Time Holidays

To improve standards of attainment at Haughton Academy, it is essential for a pupil to have good attendance and punctuality as well as a good relationship between school and home. It is school policy to class term time absence for family holiday as unauthorised absence. A leave of absence request form must be completed and submitted to the Head Teacher prior to any holidays being booked. These requests will be discussed at regular EVAT attendance panel meetings and you will be advised of the outcome by letter.

Please ensure that school has a record of up-to-date addresses and at least 2 telephone numbers in case we need to contact you in an emergency. If your details change please telephone the school or ask your child to collect a data collection sheet from pupil reception. We should also have at least one other adult who we can contact in the event that you are not available in the case of emergency.

We are sure you will agree that, by working together to ensure your child has good attendance and punctuality, he/she will have every opportunity to reach their full potential. We welcome your support in ensuring that your child achieves an excellent attendance record.

Yours truly

A handwritten signature in black ink, appearing to be 'Su Gill', written in a cursive style.

Su Gill  
Deputy Headteacher

## SCHOOL ATTENDANCE - INFORMATION

### Frequently Asked Questions

#### **Can a school place a pupil on a part-time timetable?**

As a rule, no. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.

In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

#### **Are pupils entitled to study leave?**

No. Study leave should not be granted by default once tuition of the exam syllabus is complete, and study leave should only ever be granted to pupils in year 11. If schools do decide to grant study leave, provision should still be made available for those pupils who want to continue to come into school to revise.

All pupils are different and have different requirements and preferences when preparing for examinations. Some schools do seek alternatives to study leave as they recognise that some pupils do not have the skills, or are not inclined, to make the best use of unsupervised and unstructured revision time. However, many schools also recognise that study leave is a chance for pupils to develop their independent study which will help them when they move to post-16 provision, where a self-study approach is commonly used.

#### **How should schools record the attendance of pupils on study leave?**

Y11 pupils granted study leave should be marked on the attendance register as authorised absence using code S. No other attendance code is suitable for the purpose of study leave. Y11 pupils who are 16 years old are of compulsory school age (up to the last Friday in June) and must be marked on the attendance register accordingly.

#### **Can a school use a designated school day as an academic review day for parents?**

No. Academic reviews day should not be used as part of the school day. Schools should endeavour to hold these reviews out of school hours.

#### **Do schools need to consult parents if making changes to the school day?**

No. Although parents must be informed of the changes, there is no legal requirement to consult parents or to give an explanation as to why the decision has been made. Of course, schools can consult parents if they wish to, and where they have raised the expectation that they will consult then they should honour that commitment.

#### **Can a parent take their child on holiday during term time?**

Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for purposes of a family holiday as a norm.

#### **Does the change to the regulation on leave of absence affect Child performers?**

The amendments made to regulation 7 of the Education (Pupil Registration) (England) Regulations 2006 on leave of absence do not affect the section that allows the parent of a child performer to seek leave of absence from school for their child to take part in a performance. The amendments affect section 3 and 4 of regulation 7, which relate to leave of absence for the purpose of a family holiday.

Section 2 of Regulation 7 (which has not been amended) still enables a head teacher to grant leave of absence for a pupil to undertake employment during school hours for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963.

Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. Where the licence specifies the dates that the child is to be away from school to perform, then the head teacher should authorise those days. However, where the terms of licence do not specify dates it is at the discretion of the head teacher to authorise leave of absence. Head teachers should be sympathetic to requests that are supported by a licence, as long as the school remains satisfied that this will not have a negative effect on a child's education.

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Dear Parent/Guardian

### **School Attendance**

Good attendance and punctuality are key issues to successful progress through school. The legal minimum attendance expected of all school children in any one academic year is 96%. Pupils who are regularly absent from school are in danger of falling behind in their studies and also of becoming labelled a "Persistent Absentee".

A Persistent Absentee is a pupil who falls within the following criteria:

- **7 or more absences in half term 1**
  - **14 or more absences by the end of half term 2**
  - **20 or more absences by the end of half term 3**
  - **25 or more absences by the end of half term 4**
  - **31 or more absences by the end of half term 5**
- An absence = a morning session or an afternoon session. A full day from school = 2 absences.
  - All absence is counted both authorised and unauthorised even for long term illness or accident.

Regular meetings will be arranged in school for pupils who are or at risk of being Persistent Absentees. Their parents/carers, Year Manager and our Education Family Support Officer will be involved. These meetings are to help pupils to get back on track and all circumstances will be taken into consideration when setting targets to improve their attendance.

Where attendance continues to be an issue and there is no special consideration (such as long term illness or following an accident), the Family Support Officer from Children's Services may issue the following (all of which can lead to a fine or court appearance being imposed):

- Fixed Term Penalty Notice.
- 15 day Improvement Notices.
- Fast Track to Prosecution proceedings.

We obviously hope that, by working closely with pupils and parents, these procedures can be avoided and we welcome your support to ensure your child has the best attendance possible and is therefore able to achieve as highly as possible.

Yours truly,



Su Gill  
Deputy Headteacher