STUDENT ATTENDANCE POLICY

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Status: Statutory

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1.0 Aims of this policy:

To provide parents and their children with key information pertaining to attendance and punctuality to Harlington School. To support high levels of attendance, thereby ensuring students are able to fulfil their academic potential.

2.0 Parents/ Carers/ Guardians (Definition):

For ease of reading, the word ‘Parent’ is taken in this document to be the person who has parental responsibility, either as a parent, carer or legal guardian.

3.0 Overview:

Harlington is a successful school, and our students play their part in making it so. It is very important for parents to ensure their child attends regularly and this policy sets out how together with the school we will achieve this. This policy also aims to provide clarity with regards to various statutory requirements and signposts to a variety of other documents relating to expectations and support. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our students to gain the greatest benefit from their education it is vital that they attend regularly and

punctually. Students should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

This document should be read in conjunction with:

Statutory Guidance from the DfE: *Working together to improve School Attendance 2024*
https://www.gov.uk/government/publications/working-together-to-improve-school-attendance
NHS Illness guidance: *Is my child too ill for school?*
https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/
Harlington School Admissions Policy
Harlington School Child Protection & Safeguarding Policy
Harlington School Behaviour & Exclusions Policy

3.1 The Importance of good attendance:

Good attendance to school is an important prerequisite for enabling students to maintain good progress and thereby achieve the necessary academic success. Poor or erratic attendance or poor punctuality can negatively impact on students' potential and ultimately curtail their life chances. Students who do not attend regularly are exposed to greater levels of risk and can be drawn into antisocial or criminal behaviour.

4.0 Roles and Responsibilities:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of school staff. We will work with you as our student's parents, to remove any barriers to attendance for the children.

4.1 The School (we will):

- Register students accurately and efficiently
- Set attendance targets for individual students
- Strive to contact parents the same day when reasons for absence are unknown or unauthorised
- Regularly monitor student attendance and punctuality, and holding 'Return to School' meetings
- Report school attendance statistics to parents, the London Borough of Hillingdon and the DfE as appropriate

4.2 Steps taken to encourage good attendance:

- Informal comments from pastoral and subject staff
- The formal issue of attendance certificates and other rewards in tutor time and assemblies. This may involve whole form group rewards for collective good attendance, or individual rewards
- Promote the benefits of good attendance both visually around the school and verbally through assemblies and tutor time
- Awarding 'Achievement Points' for 100% attendance
- Recognise excellent attendance at the annual Achievement Evening

4.3 The role of the parent:

Ensuring a child's regular attendance to school is the legal responsibility of parents and permitting absence from school without a good reason creates an offence in law and may result in prosecution. Parents are under a legal duty to ensure that their child (aged 5-19) receives a suitable full-time education either at a school or by making other suitable arrangements. Where a student is not a registered student and other

suitable arrangements are not made, the parent may receive a school attendance order from the local authority requiring them to register their child at a school.

4.4 Steps parents can take to support their child:

- Ensure regular and early bedtimes
- Help with homework
- Have uniform and equipment prepared the night before
- Provide a healthy breakfast or encourage attendance at our Breakfast Club which is open from 7.30am, daily and free for all students
- Report any academic or social concerns promptly
- Retain open and honest communication with the school
- Be positive about school (even if your own experience was less than positive)
- Encourage your child to maintain contact with school friends in order to retain a link with the school community

4.5 Steps parents must take if their child is absent:

- Contact the main switch board before 8am on the first day of absence (02085691610). Select option 1 for Attendance (Years 7-11). Follow the appropriate prompts to leave a message. Alternatively, you can contact our attendance officer via email: attendance@harlingtonschool.org
- For attendance matters concerning Key Stage 5 select option 2. Follow the appropriate prompts to leave a message. Alternatively, you can contact our Key Stage 5 administrator via email: kculverhouse@harlingtonschool.org
- If your child is absent on subsequent days, please contact the switchboard or the attendance officer daily to keep us abreast of their condition.
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us.
- Or you can email or call into school as required to make an appointment to speak to the Attendance officer or the appropriate Head of Year.

4.6 Steps the school will take if a child is absent:

- Alert you on the first day of absence if we have not heard from you, using 'Truancy Call'.
- Strive to follow up with a well-being courtesy call by the form tutor, Pastoral Support Leader (PSL) or Head of Year.
- In some instances, on day 2 of any absence the Pastoral team may undertake a home visit.
- If there has been no contact from the home/family after 5 school days, School inclusion team member(s) will make a home visit. Note also that after 5 days of absence and with no contact/ reason given, this will automatically be considered "Unauthorised"
- After 10 days, with still no contact from the home/ family, the Attendance officer will complete a Child Missing in Education referral to the London Borough of Hillingdon Attendance Support team to make inquiries as to the whereabouts of the child. Partnership agencies such as Social Services, Police and Department for Work and Pensions (Benefit agencies) may become involved.
- Invite you in to discuss the situation with our Attendance Officer and/or Pastoral Leaders, Assistant Head teacher, Deputy Head teacher or Head teacher if absences persist.
- Refer the matter to the Attendance Support team if attendance drops below 87% who may issue a fine or refer for court action.

- In some instances, we will make a referral to an Attendance Panel meeting as the first intervention, which if failed, will result in a referred to the London Borough of Hillingdon Attendance Support team for intervention and action.

5.0 Children attending off-site provision:

For students who attend off site provision such as a Pupil Referral Unit (PRU), the expectations for parents will remain the same. That is to say, parental responsibility applies, and children are expected to attend the assigned provision, on time. Parents should notify the provider of the off-site provision directly if they are likely to be absent for whatever reason. Parents should also notify Harlington School if the absence is likely to be for an extended period of time, beyond the reasonable time off school for a regular illness.

6.0 Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required in writing. Our legal registration periods occur at the beginning of registration period for the morning session, and Period 7 for the afternoon session.

- Authorised absences are mornings or afternoons away from school for an unavoidable reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.
- Unauthorised absences are those which the school does not consider reasonable and for which no “leave" has been given. This type of absence can lead to the Local Authority Attendance Support Team using sanctions and/or legal proceedings.

6.1 Unauthorised absences include (not exhaustive):

- Parents keeping students off school unnecessarily
- Persistent non-specific illness e.g. poorly/ unwell without medical evidence
- Truancy before or during the school day
- Absence of sibling if one child is ill
- Inadequate uniform/clothing
- Oversleeping, and students arrive at school too late to get a mark
- Confusion over school dates
- Medical/dental appointments of more than a half day without very good reason
- Medical/dental appointments that are non-urgent
- Shopping, looking after other students/younger siblings or child/family birthdays
- Waiting in the house to collect deliveries
- Day trips and holidays in term time which have not been agreed
- Driving lessons (for 16-19 learners)
- Any absences for a student whose attendance falls to 90% or below will be considered unauthorised unless medical evidence (or other appropriate evidence) is supplied

Whilst any student may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best resolved between the school, the parents and the student. If your child is reluctant to attend, it does not help your child to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may sometimes make things worse.

6.2 Persistent Absenteeism (PA):

A student becomes a 'Persistent Absentee' when they miss 10% or more schooling across the school year for whatever reason. This is the definition given by the Department for Education. Absence at this level causes considerable damage to any student's educational prospects and we need the fullest support and cooperation from parents to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

Persistently Absent students are tracked and monitored carefully through our pastoral system, and we may also combine this with academic mentoring where absence affects attainment. All our Persistently Absent students and their parents are subject to an Action Plan which may include: allocation of additional support through an assigned member of staff; completion of an Early Help Assessment; individual incentive programmes; Attendance Support in group activities around raising attendance; in-house attendance panels. All Persistent Absence cases are also automatically made known to the Attendance Support Officer.

6.3 Severe Absenteeism (SA):

A student becomes a 'Severe Absentee' when they miss 50% or more schooling across the school year for whatever reason. This is the definition given by the Department for Education. Students who are classified as Severely Absent have reached a critical stage and the school's attendance officer will work closely with the Attendance Support Team to resolve issues in an attempt to help the child to re-engage with education.

6.4 Persistent Absenteeism/Severe Absenteeism and Fixed Penalty Notices:

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school will record any unauthorised leave and will refer the student to the Attendance Support Team from the Local Authority. They will try to resolve the situation by agreement but, if other ways of trying to improve the student's attendance have failed and unauthorised absences persist, these officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. This is a penalty notice of £80 per parent, per child payable within 21 Days, which increases to £160 per parent if not paid within 28 Days. Failure to pay may result in a prosecution at Uxbridge Magistrates Court. In some instances, a court summons will be issued instead of a penalty notice. If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80. If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them.

''If any student of compulsory school age who is a registered student at a school fails to attend regularly at the school, his/her Parents/ Carers/ Guardian is guilty of an offence.''

Parents or students may wish to contact the Attendance Support Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01895 250858 or attendancesupport@hillingdon.gov.uk

7.0 Year 12/13 Persistent Absence:

Students in Key Stage 5 are expected to attend regularly. Parents should follow all procedures for students aged 11-16. The school adheres to expectations set out by ESFA Funding Guidance for Young people 2024-25.

https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision/advice-funding-regulations-for-post-16-provision-2024-to-2025

Parents should take particular note of paragraph 157:

157: An institution may continue to record funding for reasonable student absences of up to 4 consecutive weeks (28 days) if the student continues in learning after the absence. Institutions must withdraw students from their programmes if they do not return to learning after being absent for 4 weeks. ESFA does not distinguish between authorised and unauthorised absence for funding purposes.

If a student remains absent from school for an unbroken period of 4 weeks (for whatever the reason), then the school may take steps to remove the learner from our school roll.

7.1 Year 12/13 Session Attendance:

The full school day lasts from 8.00am until 2.40pm. However, Year 12/13 students are not normally likely to have a full timetable of lessons.

All Year 12 students are expected to be on the school site at 8.00am. Year 12 students are permitted to leave the school site at 'lunchtime' and go home to study if they no longer have lessons timetabled in the school day. This is on the understanding they go home and use their time to study away from the school site. All leavers during the school day must sign out. An appropriate code will be applied in advance to student attendance records to show they are not expected to be on the school site at those pre-agreed times.

Year 13/14 students are permitted to arrive to school in good time for lessons if they do not have lessons timetabled for Period 1. Year 13 students are permitted to leave the school site at 'lunchtime' and go home to study if they no longer have lessons timetabled in the school day. This is on the understanding they go home and use their time to study away from the school site. All late starters and early leavers must sign in/out. An appropriate code will be applied in advance to student attendance records to show they are not expected to be on the school site at those pre-agreed times.

The school reserves the right to revoke leniency for Year 12/13/14 students who do not work in line with expectation or for those students who display a low level of attendance (those who are 90% attendance or below) or for those students who are not deemed to be using 'home study time' in the appropriate manner. The school may, therefore, revert a child's attendance times to 8.00am until 2.40pm.

8.0 Exceptional Leave and Family Holidays in Term Time:

Harlington is proud of its multi-cultural community and makes every reasonable effort to meet the needs of all our students. DfE guidance states that only days officially set apart for religious observance by the relevant religious body can be granted as authorised absence for this purpose. Approval for any additional leave requests is at the discretion of the school. Requests of this kind should be processed in the same way as any ordinary absence request and should not be recorded as absence for religious observance.

A new National Framework for Penalty Notices for school absence, including unauthorised holiday absence, was introduced following changes to the law. These new Government regulations came into effect from 19 August 2024. **Families are not permitted to take their child out of education for holidays.**

Taking holidays in term time will affect your child's schooling as much as any other absence. **We do not authorise any holiday requests during term time.** New national rules mean you will no longer be able to take your child out of school for one week's holiday without consideration of a penalty notice being issued.

Parents should remember that any savings made by taking a holiday in school time are offset by the cost to a child's education. There is **no** automatic entitlement in law to time off in school time to go on holiday. Head Teachers are not permitted to authorise any holidays during term time and may only authorise absence in **exceptional circumstances.**

- All Hillingdon schools are encouraged to adopt a policy of not authorising Exceptional Leave. Outstanding cases remain in the personal gift of the Head Teacher both to authorise and determine the duration
- The Head Teacher or a Deputy Head Teacher may want to meet personally with every family applying for Exceptional Leave to stress the importance of good school attendance habits and links between attendance & attainment.
- Exceptional leave will always be refused when a student's attendance is less than 95%.
- Exceptional leave should always be refused when school is aware of any truancy.
- Exceptional leave should always be refused when requests are regular (annual) or when patterns become identifiable.
- Reasons for Exceptional Leave should be logged on the student's record and shared as part of the transfer/transition process.
- The Attendance Support Services can issue Fixed Penalty Notices for any unauthorised absence. A second occurrence may lead to a court summons

Harlington School receives countless requests for emergency leave, citing an unwell family member abroad, and they often occur in the lead up to the school holidays. Please be aware that we will request evidence of when flights are booked, or evidence of the illness described. Please accept our apologies in advance of us requesting this information, but it is necessary, to ensure that genuine emergencies can be verified. Families must complete and submit a Request for Exceptional Leave form at least 20 school days in advance of the leave; forms are available on the school's website or from reception. Failure to complete an Exceptional Leave form in advance will automatically result with the period of leave being unauthorised.

It will be for the Head Teacher to make a decision as to whether there are exceptional circumstances that will allow them to grant the time off. Do not assume that the absence will be granted until you have received confirmation from the school.

9.0 Leavers:

If your child is leaving our school, parents are requested to:

- Provide the school with detailed information about their plans, including: any date of a move, their new address and telephone numbers, information about who their child will be living with and their child's new school and the start date when known. This should be submitted to our school in writing (A destination country or another named Local Authority without other details is not sufficient). The Attendance Team will contact the child's new school to confirm they have started and the date of their first day.
- When a child leaves and we do not have information about where they have gone/will be educated, then they are considered to be a 'Child Missing from Education'. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Hillingdon's Children's Services, the Police, benefits/council tax records and other agencies, to try to locate the child. By providing the school with the above information in advance, these investigations can be avoided.

10.0 Lateness to school:

Poor punctuality is not acceptable. If a child misses the start of the day they are still missing out on their education. Students are expected to be on the school site at 8.00am, with registration formally starting at 8:10am, followed by Lesson 1 at 8.30am (due to the extended weekly PSHE, Lesson 1 starts at 8.50am on Wednesdays). Late arriving students also disrupt lessons which can be embarrassing for the student and can also encourage absence.

10.1 How we manage lateness:

All students should enter via the student playground gate between 7.30am and 8.00am, and make their way to registration. The register will be taken at 8.10am. We operate 'Truancy Call' – if a child is not present in class when the register is taken, an automatic telephone response will be sent to the parent. It is important for parents to respond to this message as soon as it is possible to do so. Students will be marked 'L' if they arrive before 8.30am but after the register has been taken. Frequent lateness after the end of registration (Code U) will be treated as unauthorised absence and subject to the usual attendance procedures and can provide grounds for prosecution or a penalty notice.

10.2 Late detention (20 minutes):

Any student entering the school grounds after 8:10am will receive a late detention on the same day. Late detentions take place in a designated classroom or other space during breaktime. If a student fails to attend the late detention, the sanction will be escalated to a same day detention after school ending at 4pm. Parents will be informed via text message.

At **8.45am** the registers will be closed. In accordance with regulations, if students arrive after that time, they will receive a mark that shows them to be on site, but this will **not** count as a present mark, and it will mean they have an unauthorised absence. This may mean that parents could face the possibility of a Penalty Notice if the problem persists.

If a student has a persistent late record, parents will be asked to meet with a member of the pastoral team and/or Attendance Officer to resolve the problem, but parents can approach us at any time if they are having problems getting their child to school on time.

11.0 Telephone numbers:

There are times when we need to contact parents concerning a range of issues, including absence, so we need to have up to date contact numbers at all times. Please ensure that we have 2 accurate and up to date telephone contact numbers and accurate email address(es). We will strive to make checks on this contact information throughout the school year.

12.0 Future changes to statutory guidance:

Please note that if new statutory guidance is published by the Department for Education before the next annual ratification of this policy, the most current legislation will apply.

Appendices

Appendix 1:
Those people responsible for attendance matters in Harlington School are:

- Ms S Beech, Attendance Officer
- Ms S Keane, Administrator for attendance matters
- Mr C Jefferies, Assistant Headteacher in charge of whole-school attendance (& Sixth Form leader)
- Ms K Culverhouse, Sixth form Study Manager/Administrator
- Mrs D Pinnock, DSL and Assistant Headteacher (Pastoral)
- Mr A D'Onofrio, Headteacher
- Mr S Bansal, Governor with responsibility for attendance

Appendix 2:
Why attendance and punctuality are important:

- It is widely known that the link between a student's attendance and their attainment is irrefutable.
- Early poor attendance habits follow through secondary school and into employment.
- Graduates earn an average of £15.01 p/h. Young people that leave school with no qualifications earn an average of £7.44 p/h
- The overall average life-time earnings are around £1.3 million. One GCSE grade increases lifetime earnings by around £8,500. Thus, an additional grade across all GCSE entries equates to an additional £96,000 of lifetime earnings.
- Department for Education statistics suggest students not achieving GCSE grade 9 to 4 in English and Maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4 or above. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).
- Studies undertaken by the PiXL organisation have suggested the likely grades of an A Level student will drop by around one whole grade across each subject studied for every 10% their attendance drops.
- Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders are persistently absent) and serious violence (83% of knife possession offenders are persistently absent from school).
- Regular attendance enhances students' social skills.
- Good attendance and punctuality at school helps to facilitate a good education. It enhances career prospects and minimises the risks of students engaging in anti-social behaviour or becoming the victims or perpetrators of crime or abuse.
- 90% attendance may sound good, but it is the same as missing half a day each week or four weeks of school each year. During five years of compulsory schooling this would add up to missing half a year of education.
- A student on holiday for two weeks during term time will be absent from sixty 50-minute lessons.
- There are 190 school days each year, two weeks of term time holiday would leave 176 days at school.
- 15 minutes late each day is the same as missing two weeks of school.
- Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. Any student's absence also disrupts teaching routines so may affect the learning of others in the same class.

Appendix 3:
Statutory Guidance- Further information:

This policy meets the requirements of the school attendance guidance (Working Together to Improve School Attendance) from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. This document should be read in conjunction with statutory guidance on; children missing education, supporting pupils with medical conditions at school, education for children with health needs who cannot attend school, suspensions and exclusions, alternative provision, and Keeping Children Safe in Education. Reference should also be made to The Education (Penalty Notices)(England)(Amendment) Regulations 2024
https://www.legislation.gov.uk/uksi/2024/210

This policy also refers to the DfE's guidance on the school census, (updated September 2024) which explains the persistent absence threshold.

Appendix 4:
Responsibilities of the Attendance Support team, staff, students and parents

It is the responsibility of the Attendance Support team to ensure that parents meet their responsibilities. Head Teachers in all maintained schools (including academies) are required to tell the Attendance Support team if a student fails to attend regularly or has been absent for a continuous period of ten days and the absence is treated as unauthorised. Head Teachers can, of course, notify the Attendance Support team earlier if there are areas of concern. When it comes to the attention of an Attendance Support team that a child is not receiving a suitable education either by regular attendance at school or otherwise than at a school, the Attendance Support team has a duty under section 437 of the Education Act 1996 to serve a notice or a school attendance order to the parent. The notice requires the parent to satisfy the Attendance Support team that the child is receiving a suitable education while the order requires the parent to register the child at a named school.

Attendance Support teams also have powers under sections 444, 444A and 444ZA of the Education Act 1996 to bring legal action against parents in order to enforce attendance at school.

School Attendance Orders:

Prosecution for irregular attendance. There are two offences relating to parental responsibility for ensuring regular school attendance. These are:

- One is a matter of simple fact – if the child is absent without authorisation (truancy) then the parent is guilty of an offence. Penalties can include a fine
- The other – an aggravated offence – requires proof that the parent knew about the child's absence and failed to act. Penalties can include a fine and/or a custodial sentence of up to three months.

Other possible sentences (for both offences) include parenting orders, fines and community orders:

- Penalty notices for irregular attendance.
- Education supervision orders.

Under the Crime and Disorder Act 1998, the police now have powers to remove truants found in public places and to return them either to their schools or a place designated by the Attendance Support team. Harlington is fully compliant with these regulations.

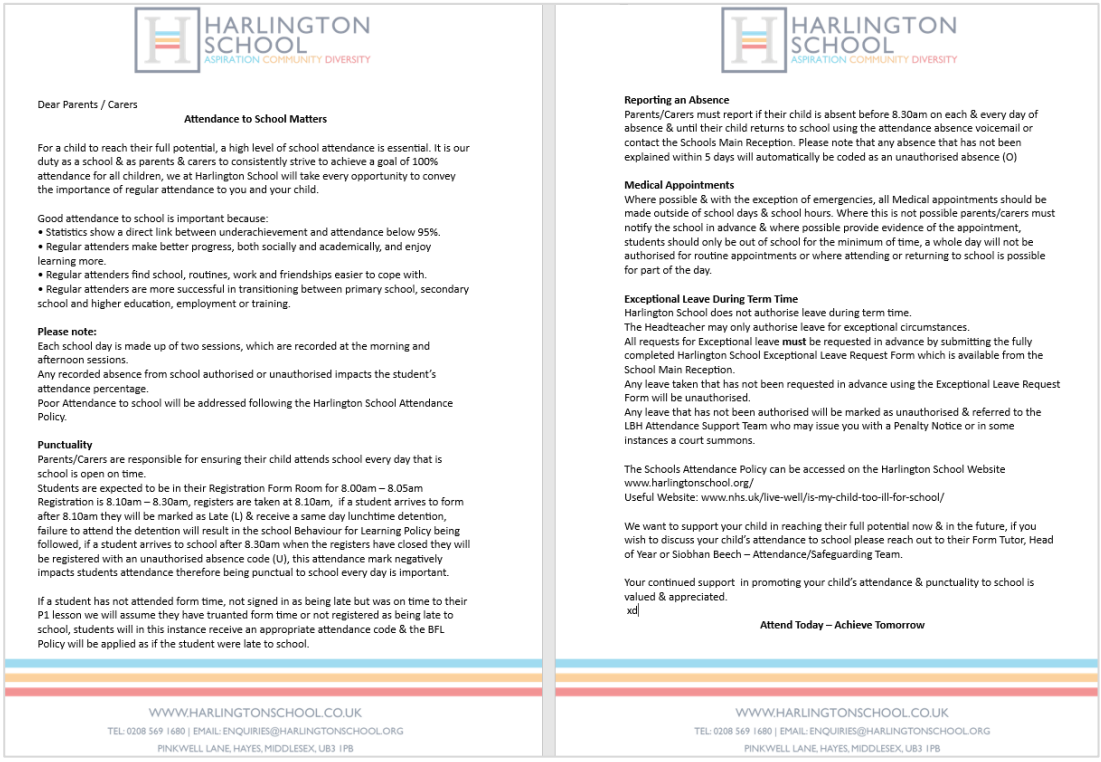
Appendix 5:
Authorised absence:

The following table gives a list of acceptable absences that would be authorised absences whether the school is informed before or after the event. This is not an exhaustive list.

Authorised absences	
Illness, medical and dental appointments	• Missing registration for a medical or dental appointment. • Students should be encouraged to make appointments out of school hours. Sight of an appointment card is advisable if a student is an irregular attendee. • If a student is present for registration but has a medical appointment later, or returns home because of illness, no absence need be recorded for that session. • Schools should keep a record of students leaving or returning to site in case of an emergency. • If the authenticity of illness is in doubt, schools and the Attendance support Team can consult the school health service, or the pupil's GP. • A student receiving medical treatment on site should be marked 'present'.
Days of religious observance	• Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals. • Parents should to give advance notice in writing.
Interviews with prospective employers, or for a place at another school (including entrance examinations)	• If the interview takes place during year 11 and the school is satisfied it is linked to future education or employment prospects, absence can be recorded as 'approved educational activity'. • School staff should normally ask for advance notice and proof of the appointment e.g. a letter of invitation.
Study leave	• Study leave should be used sparingly and only for year 11 and 13 students during mock and public examinations. • Regard should be paid to the individual student's ability to manage study leave and benefit from it. Schools should make arrangements for students

	wanting to take study leave in school.
Dual registration involving pupil referral units (PRUs or special schools)	• Where a student is dually registered at institution X and Y, institution X marks the student authorised absent while they are attending institution Y and vice-versa. Both institutions share responsibility for the child. • The law allows for dual registration of students at a PRU or a special school and another local school. This helps, for example, to ease a phased return to mainstream education. • Failure to attend either institution at the proper time without good reason is unauthorised absence.
Family holidays during term-time	• Parents may not take students on holidays in term-time. • Schools should not consider a request for family holidays during term time to be an acceptable exceptional circumstance. • If a school does not agree absence and the student goes on holiday, absence is unauthorised. Parents will face prosecution. • If, having been granted exceptional circumstances by the Head Teacher, parents keep a child away from school for longer than was agreed, any extra time is recorded as unauthorised.
Fixed term Suspension	• A student suspended for a fixed period remains on roll and the absence should be treated as authorised as it results from a decision taken by the school. • Similarly, the absence of a permanently excluded student is treated as authorised while any review or appeal is in progress. • If a permanent exclusion is confirmed, the student's name should be removed from the school roll on the school day either after the appeal committee's confirmation of permanent exclusion or on expiry of the time allowed for appeals to be made; or, if before that, the student takes up a place elsewhere. Meanwhile absence should be recorded as authorised. • Teachers are responsible for setting work for an excluded student who remains on the school roll.

Appendix 6:
New term Attendance Expectations Letter



HARLINGTON SCHOOL
ASPIRATION COMMUNITY DIVERSITY

Dear Parents / Carers

Attendance to School Matters

For a child to reach their full potential, a high level of school attendance is essential. It is our duty as a school & as parents & carers to consistently strive to achieve a goal of 100% attendance for all children, we at Harlington School will take every opportunity to convey the importance of regular attendance to you and your child.

Good attendance to school is important because:
- Statistics show a direct link between underachievement and attendance below 95%.
- Regular attenders make better progress, both socially and academically, and enjoy learning more.
- Regular attenders find school, routines, work and friendships easier to cope with.
- Regular attenders are more successful in transitioning between primary school, secondary school and higher education, employment or training.

Please note:
Each school day is made up of two sessions, which are recorded at the morning and afternoon sessions.
Any recorded absence from school authorised or unauthorised impacts the student's attendance percentage.
Poor Attendance to school will be addressed following the Harlington School Attendance Policy.

Punctuality
Parents/Carers are responsible for ensuring their child attends school every day that is school is open on time.
Students are expected to be in their Registration Form Room for 8.00am – 8.05am
Registration is 8.10am – 8.30am, registers are taken at 8.10am, if a student arrives to form after 8.10am they will be marked as Late (L) & receive a same day lunchtime detention, failure to attend the detention will result in the school Behaviour for Learning Policy being followed, if a student arrives to school after 8.30am when the registers have closed they will be registered with an unauthorised absence code (U), this attendance mark negatively impacts students attendance therefore being punctual to school every day is important.

If a student has not attended form time, not signed in as being late but was on time to their P1 lesson we will assume they have truanted form time or not registered as being late to school, students will in this instance receive an appropriate attendance code & the BFL Policy will be applied as if the student were late to school.

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TEL: 0208 569 1680 | EMAIL: ENQUIRIES@HARLINGTONSCHOOL.ORG
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HARLINGTON SCHOOL
ASPIRATION COMMUNITY DIVERSITY

Reporting an Absence
Parents/Carers must report if their child is absent before 8.30am on each & every day of absence & until their child returns to school using the attendance absence voicemail or contact the Schools Main Reception. Please note that any absence that has not been explained within 5 days will automatically be coded as an unauthorised absence (O)

Medical Appointments
Where possible & with the exception of emergencies, all Medical appointments should be made outside of school days & school hours. Where this is not possible parents/carers must notify the school in advance & where possible provide evidence of the appointment, students should only be out of school for the minimum of time, a whole day will not be authorised for routine appointments or where attending or returning to school is possible for part of the day.

Exceptional Leave During Term Time
Harlington School does not authorise leave during term time.
The Headteacher may only authorise leave for exceptional circumstances.
All requests for Exceptional leave **must** be requested in advance by submitting the fully completed Harlington School Exceptional Leave Request Form which is available from the School Main Reception.
Any leave taken that has not been requested in advance using the Exceptional Leave Request Form will be unauthorised.
Any leave that has not been authorised will be marked as unauthorised & referred to the LBH Attendance Support Team who may issue you with a Penalty Notice or in some instances a court summons.

The Schools Attendance Policy can be accessed on the Harlington School Website
www.harlingtonschool.org/
Useful Website: www.nhs.uk/live-well/is-my-child-too-ill-for-school/

We want to support your child in reaching their full potential now & in the future, if you wish to discuss your child's attendance to school please reach out to their Form Tutor, Head of Year or Siobhan Beech – Attendance/Safeguarding Team.

Your continued support in promoting your child's attendance & punctuality to school is valued & appreciated.
xd

Attend Today – Achieve Tomorrow

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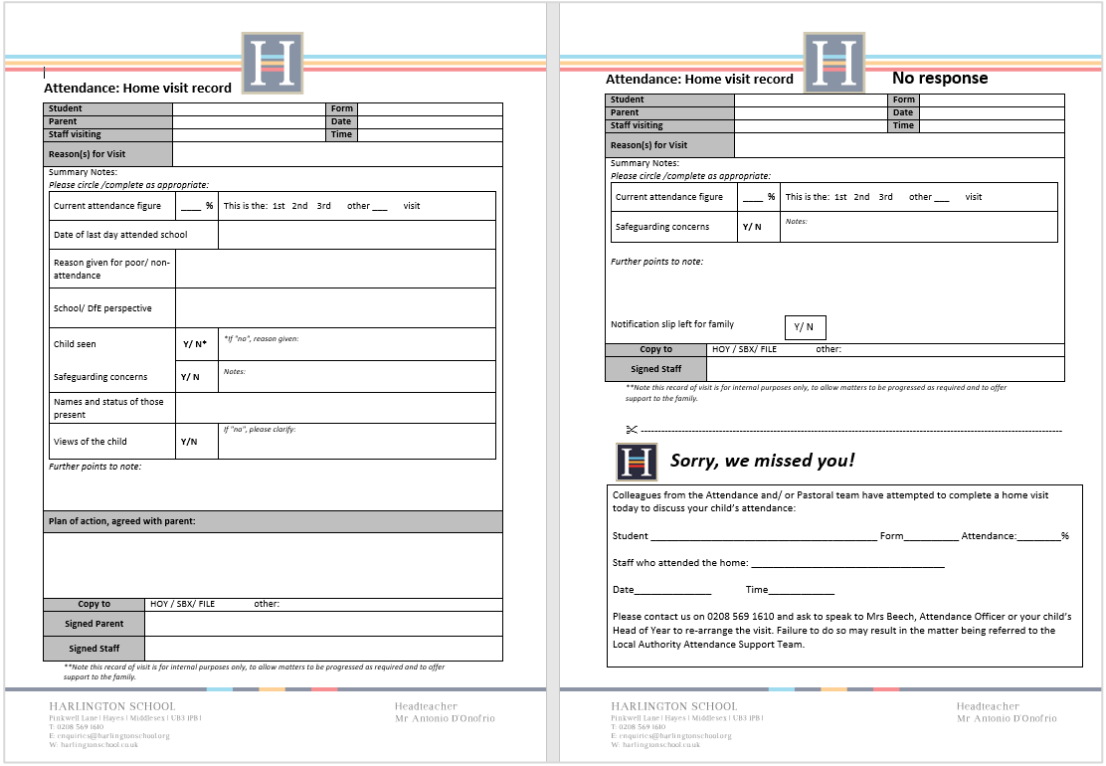
Appendix 7:
Record of Home visit



Attendance: Home visit record

Student		**Form**	
Parent		**Date**	
Staff visiting		**Time**	
Reason(s) for Visit			

Summary Notes:
Please circle /complete as appropriate:

Current attendance figure	___ %	This is the: 1st 2nd 3rd other ___ visit
Date of last day attended school		
Reason given for poor/ non-attendance		
School/ DfE perspective		
Child seen	Y/ N*	*If "no", reason given:*
Safeguarding concerns	Y/ N	*Notes:*
Names and status of those present		
Views of the child	Y/N	*If "no", please clarify:*

Further points to note:

Plan of action, agreed with parent:	
Copy to	HOY / SBX/ FILE other:
Signed Parent	
Signed Staff	

***Note this record of visit is for internal purposes only, to allow matters to be progressed as required and to offer support to the family.*

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Headteacher
Mr Antonio D'Onofrio

Attendance: Home visit record **No response**

Student		**Form**	
Parent		**Date**	
Staff visiting		**Time**	
Reason(s) for Visit			

Summary Notes:
Please circle /complete as appropriate:

Current attendance figure	___ %	This is the: 1st 2nd 3rd other ___ visit
Safeguarding concerns	Y/ N	*Notes:*

Further points to note:

Notification slip left for family Y/ N

Copy to	HOY / SBX/ FILE other:
Signed Staff	

***Note this record of visit is for internal purposes only, to allow matters to be progressed as required and to offer support to the family.*

✂ ----------

Sorry, we missed you!

Colleagues from the Attendance and/ or Pastoral team have attempted to complete a home visit today to discuss your child's attendance:

Student _____ Form_____ Attendance:_____%

Staff who attended the home: _____

Date_____ Time_____

Please contact us on 0208 569 1610 and ask to speak to Mrs Beech, Attendance Officer or your child's Head of Year to re-arrange the visit. Failure to do so may result in the matter being referred to the Local Authority Attendance Support Team.

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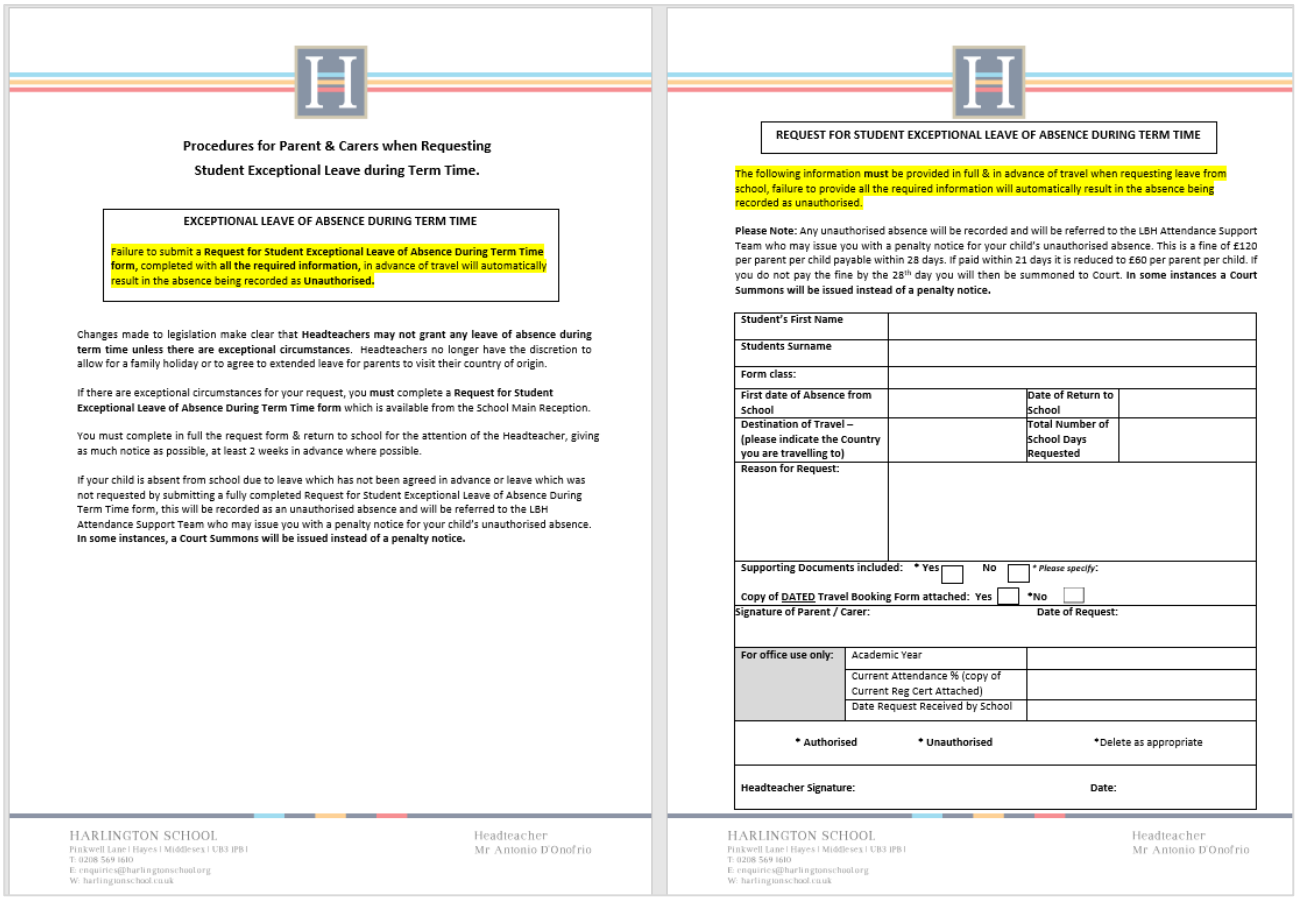
Appendix 8:
Exceptional Leave of Absence Form



Procedures for Parent & Carers when Requesting
Student Exceptional Leave during Term Time.

EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME

Failure to submit a **Request for Student Exceptional Leave of Absence During Term Time form,** completed with **all the required information,** in advance of travel will automatically result in the absence being recorded as **Unauthorised.**

Changes made to legislation make clear that **Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances**. Headteachers no longer have the discretion to allow for a family holiday or to agree to extended leave for parents to visit their country of origin.

If there are exceptional circumstances for your request, you **must** complete a **Request for Student Exceptional Leave of Absence During Term Time form** which is available from the School Main Reception.

You must complete in full the request form & return to school for the attention of the Headteacher, giving as much notice as possible, at least 2 weeks in advance where possible.

If your child is absent from school due to leave which has not been agreed in advance or leave which was not requested by submitting a fully completed Request for Student Exceptional Leave of Absence During Term Time form, this will be recorded as an unauthorised absence and will be referred to the LBH Attendance Support Team who may issue you with a penalty notice for your child's unauthorised absence. **In some instances, a Court Summons will be issued instead of a penalty notice.**

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REQUEST FOR STUDENT EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME

The following information **must** be provided in full & in advance of travel when requesting leave from school, failure to provide all the required information will automatically result in the absence being recorded as unauthorised.

Please Note: Any unauthorised absence will be recorded and will be referred to the LBH Attendance Support Team who may issue you with a penalty notice for your child's unauthorised absence. This is a fine of £120 per parent per child payable within 28 days. If paid within 21 days it is reduced to £60 per parent per child. If you do not pay the fine by the 28th day you will then be summoned to Court. **In some instances a Court Summons will be issued instead of a penalty notice.**

Student's First Name			
Students Surname			
Form class:			
First date of Absence from School		**Date of Return to School**	
Destination of Travel – (please indicate the Country you are travelling to)		**Total Number of School Days Requested**	
Reason for Request:			
Supporting Documents included: * Yes ☐ No ☐ *Please specify:*			
Copy of DATED Travel Booking Form attached: Yes ☐ *No ☐			
Signature of Parent / Carer:		**Date of Request:**	
For office use only:	Academic Year		
	Current Attendance % (copy of Current Reg Cert Attached)		
	Date Request Received by School		
* **Authorised** * **Unauthorised** *Delete as appropriate			
Headteacher Signature:		**Date:**	

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