

## Attendance

### Attendance and Punctuality

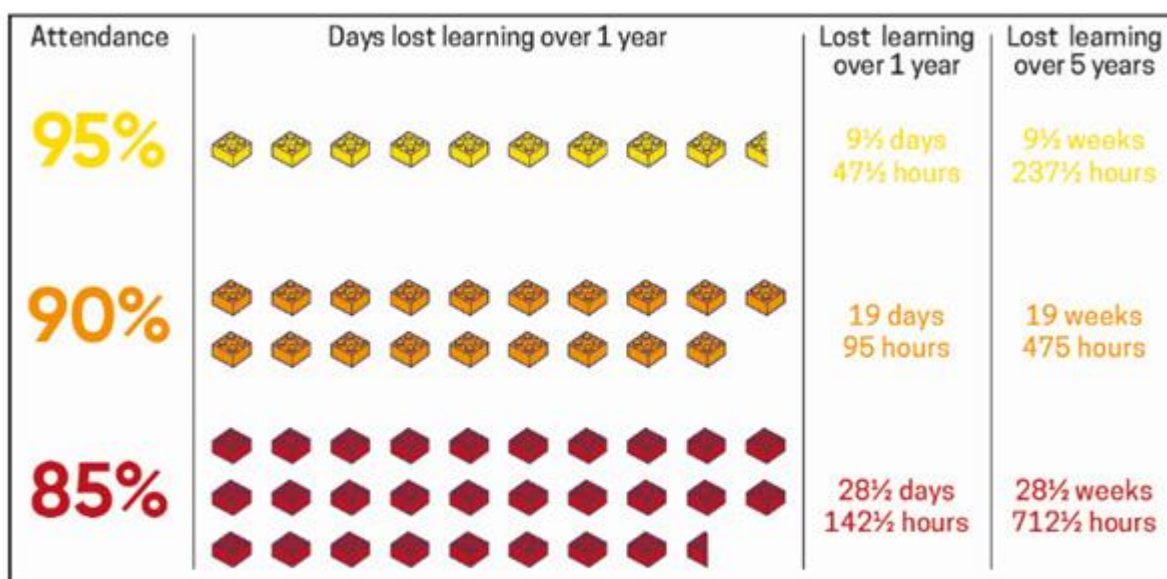
Attendance is a high priority at Hazel Grove High School. In order to ensure the best possible outcomes for all students they need to aim for 100% attendance. All stakeholders have a responsibility for supporting and promoting excellent attendance and punctuality at school.

Every child has a right to access the education to which they are entitled and every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

Good attendance is important because:

- Statistics show a direct link between achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work, and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in making transition from primary school, secondary school and higher education, employment or training

Days off soon add up – as does the impact of 'lost learning', particularly when considered over five school years (from Years 7-11):



Whilst 95% attendance over five school years may seem like a positive achievement, it still equates to over nine weeks of lost learning – around one quarter of a school year!

### Information to parents

Parents/carers will receive a text message daily where a student has not registered and no reason has been given for the absence. Follow up phone calls and home visits may also take place by the Attendance Team. This forms part of school's safeguarding procedures.

Attendance information is also reported to parents/carers through regular letters and school reports. Where there are concerns, meetings and home visits will be made to offer support.

### **Medical evidence to support absence**

Where attendance concerns have been shared with parents/carers, medical evidence in the form of an appointment card or copy of a prescription will be required to authorise absences.

### **Leave of Absence during Term Time**

**Hazel Grove High School requests that parents/carers avoid asking for days off school for their child as refusal often offends.**

The Education (Pupil Registration) Regulations 2013 removed all references to holidays and extended leave and made it clear that Headteachers cannot grant any leave in term-time unless exceptional circumstances prevail; therefore, there is no automatic entitlement in law to time off school to go on holiday.

After illness, holidays in term time is the single largest cause of absence from schools in England. At Hazel Grove High School we believe that leave in term time is undesirable because of the impact on our students' education and we encourage parents always to take family holidays when school is closed.

Research has shown that there is a clear link between levels of attendance and levels of achievement and that, the more a student misses school, the lower their levels of achievement are likely to be.

Taking leave in term time has a disruptive effect upon students' learning and progress and it is often difficult for students to catch up with work that has been missed. It may also suggest to some students that their education is not a priority.

School policy is as follows:

- If parents/carers wish to request permission for leave of absence during term time we advise you to read the guidance 'Holidays in term time' and complete and return a request form at least four weeks before the start date of the proposed leave of absence (see appendix).
- Any request will be considered and in exceptional circumstances such as family bereavement or a funeral, the absence may be authorised. .
- A request will be refused, regardless of the circumstances, if attendance including the proposed period of absence, is below 96%
- If approval is given for a period of absence, no further requests will be granted for the remainder of the academic year
- Holidays taken without permission will be categorised as unauthorised and will lead to an application to the Local Authority to issue an Education Penalty Notice. This is a fine of £120 per parent for each student which reduces to £60 if paid within 21 days. Approval for leave of absence cannot be given retrospectively and will always remain as unauthorised.