

## Attendance at Honywood: Key information for families

Honywood School is committed to striving for 100% attendance, which is achieved by many learners in our school. The school regards attendance and punctuality of all learners as a priority. Our learners should aim to attend school regularly and punctually, on every day that the school is open, in order to maximise their educational achievement and social development.



### **If a child is absent from school the parent must follow these procedures:**

- If the learner is too unwell to attend school, a parent/carer must inform the school on a daily basis by 8:30am. This will allow the register to be marked with an authorised absence. The school can be notified by a telephone call to the attendance line 01376 561231, Option 1, or by sending an e-mail to [attendance@honywoodschool.com](mailto:attendance@honywoodschool.com). If a reason for absence is not received, a text or a call home will take place during the school day.
- Contact the school on every further day of absence, again before 8.30 am. **Parents/carers are required to contact the school on every morning their child is going to be absent.**
- Ensure that your child returns to school as soon as possible and once they are well enough to do so, and that you provide any medical evidence, if requested, to support the absence.

### **If a learner is late to school:**

Learners are expected to be in school on time every day. If a learner is late arriving at school they will need to buzz the intercom and ask for Learner Reception to allow them to enter.



Depending on the reason for lateness, it is usual that learners will receive a strike on their conduct card.

Occasionally, outside influences may mean that a learner is late for school for example, the bus service. In this instance they must report immediately to Learner Reception where they can sign in. This is essential for health and safety reasons, for example if there were a fire, we must know that they are on the school premises. Learners will not receive a conduct strike in these circumstances.

For further information please refer to the Honywood School Attendance Policy on the school website <https://www.honywoodschool.com/attachments/download.asp?file=69>

### **Leaving School for Appointments**

Learners may need to leave the school during the day for a medical or dental appointment for example. If the learner has an appointment, medical or otherwise, the school must be notified by the parent/carer either in writing to the attendance email, by handing in a note from the parent or by telephoning the attendance line before the appointment date. It is the responsibility of the learner to notify the teacher of any learning session that they will miss in order to catch up with any work.

Learners must sign out at Learner Reception before leaving the school site and on their return so that we are clear who is in the building in the event of an emergency.

### **Leave of Absence in term time**

We discourage learners from being absent/taking holidays during term time. A leave of absence form must be completed if the parent/carer would like to apply for the learner to take time off. The form can be downloaded from the school website

(<https://www.honywoodschool.com/site/data/files/users/3/files/Leave%20of%20absence%20term%20time/3463C2402942A817319AB72226A3FF38.pdf>)

A copy can also be collected from Learner Reception. The parent/carer must complete this form and return to Learner Reception, preferably at least 5 days in advance.

Parents/carers are not allowed to take learners out of school during term time unless it is for exceptional circumstances. All holiday leave will be recorded as unauthorised unless there are very exceptional circumstances

If requesting a leave of absence during term time, the request will be considered by the Headteacher and you will be notified of the outcome in writing.

The name and contact details of the school staff member students and parents/carers should contact if they need to discuss more detailed issues regarding attendance:

Cohort	Cohort Leader	Email
7	Mrs E Reece	ereece@honywoodschool.com
8	Mr S Hall	shall@honywoodschool.com
9	Ms T Ward	tward@honywoodschool.com
10	Ms A Martin	amartin@honywoodschool.com
11	Mr D Scott	dscott@honywoodschool.com
All	Mr C Robertson (Attendance & Welfare Officer)	crobertson@honywoodschool.com

How Honywood School will be recognising your child's attendance:

<b>98-100%</b>	<ul style="list-style-type: none"> <li>This demonstrates excellent attendance to school, and will be recognised through termly silver (above 98%) and gold (100%) certificates.</li> <li>100% attendance across a whole school year will be recognised with the Headteacher award</li> </ul>
<b>95-98%</b>	<ul style="list-style-type: none"> <li>This demonstrates good attendance to school</li> <li>Attendance above 96% will be recognised through termly bronze certificates.</li> </ul>
<b>92-95%</b>	<ul style="list-style-type: none"> <li>Learners with attendance below 95% are at risk of being classed as 'Persistently Absent' (PA).</li> <li>Families will receive a letter following the half term that attendance falls below 95% to make them aware of the risk of PA.</li> <li>We understand this can be due to genuine absence due to a number of reasons, and good attendance following this should take the attendance back into an acceptable margin.</li> </ul>
<b>90-92%</b>	<ul style="list-style-type: none"> <li>Learners with attendance below 92% are now at significant risk of PA.</li> <li>Families will receive a letter inviting them for a meeting to discuss attendance.</li> </ul>
<b>Under 90%</b>	<ul style="list-style-type: none"> <li>Attendance under 90% is classed as PA.</li> <li>At this point the school is obliged to refer the absence to the Attendance Compliance Unit at Essex County Council.</li> </ul> <p><i>Individual cases where there is a genuine health reason for the absence, and where evidence has been provided at an earlier stage, may be considered mitigation.</i></p>