

# HAMP NURSERY & INFANTS' SCHOOL



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**Attendance Matters**  
Is your child missing out?

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## The Importance of Regular Attendance

Children need to attend school regularly to fully benefit from their education.

Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in school.

Above 97% attendance	Excellent attendance! Children in this group will almost certainly achieve the best they can, and are in the habit of attending school regularly, which will help their future transition to Junior and Secondary schools.
95% attendance	Children in this group are likely to achieve the best they can, and are forming the habit of attending school regularly.
90% attendance	Children in this group are missing a month of school per year, and it will be difficult for them to achieve their best.
85% attendance	Children in this group are missing almost six weeks of school per year and it will be almost impossible for them to keep up with work.

The Government expects schools to promote good attendance and reduce absence, and expects parents to ensure their children attend school regularly, and on time.

## **Arriving at School in the Morning:** **Soft Start**

Whilst the official school day begins at 8.45 am, children can come into school from 8.30 am - they will be collected from the playground as normal. We hope that one of the benefits of this will be a reduction in the number of children arriving late for school.

## **When Attendance Becomes** **a Cause for Concern**

We monitor attendance and meet regularly with our Education Welfare Officer to discuss any children whose attendance is causing concern.

We contact parents/carers to register our concern, and if no improvement is seen, our Education Welfare Officer will consider whether further action is appropriate.

## Holidays During Term Time

Under recent amendments to regulations, we are only permitted to authorise leave of absence during term time in exceptional circumstances. Holiday request forms are available from the school office.

Parents/carers need to apply for holiday absence before going on holiday and to explain the specific circumstances for consideration by the Headteacher. In line with the other schools on the Hamp campus, i.e. Hamp Academy and Robert Blake Science College, parents/carers taking their children out of school for an unauthorised holiday may be issued with a penalty warning or a fine.

For further information, please see

[www.legislation.gov.uk](http://www.legislation.gov.uk) -

The Education (Pupil Registration) (England)  
Regulations 2006

The Education (Pupil Registration) (England)  
(Amendment) Regulations 2010, 2011 and 2013

Taking a child on holiday in term time interrupts the learning of the whole class as teachers have to spend time helping children catch up when they return. Schools are open for 190 days which leaves 175 days of the year for holidays.

## Reporting Absences

**Please remember it is your responsibility to contact us if your child is unable to attend school.**

When the absence is likely to be lengthy, please notify the school as soon as possible so that arrangements can be made for work at home to be provided if this is appropriate.

Please do your best to arrange medical appointments out of school hours.

If you do have to collect your child during the day for an appointment, please ensure we are advised in advance, and that depending on timing, your child attends school both before and after the appointment.

**If your child is missing school without a good reason, the school and local council can use various legal powers:**

Parenting Order

(as part of which parents/carers have to attend parenting classes)

Education Supervision Order

(where a supervisor will be appointed to help you get your child into education)

School Attendance Order

(if the local council thinks your child is not receiving an education)

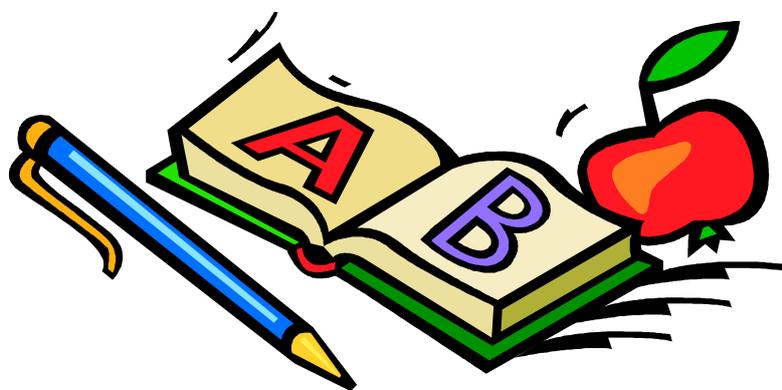
Penalty Notice

(the penalty is £60, rising to £120 if paid after 21 days but within 28 days. If you do not pay the fine you may be prosecuted)

Prosecution

(you could receive a fine of up to £2500, a community order, or a jail sentence of up to three months)

If you are having difficulties with your child's school attendance, please speak to the class teacher or our Home School Liaison Worker, Mrs Jo Newcombe.





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