



Hinchingsbrooke School

Inspiring excellence Fulfilling potential
A DfE Academy with a Specialism in Sport

ATTENDANCE AT HINCHINGBROOKE SCHOOL

The school takes attendance very seriously.

In the home school agreement parents sign to say they will ensure their child(ren) attend regularly and on time. By law, parents whose children are of compulsory school age and registered at school are responsible for ensuring that their children attend school regularly. If they fail to do this they are guilty of an offence and may be given a penalty notice or prosecuted under section 444 of the Education Act 1996.

The school sets targets for attendance and employs an Attendance Officer. We ask that you as parents also take attendance very seriously and note the following points:

Lateness/Absence

It is a legal requirement that ALL students register with their Form Tutor twice a day, at 8.45 a.m. and 2.00 p.m. We use an electronic attendance system which enables us to register and monitor each student, each lesson. Students are expected to arrive on time for Tutor Time and for all of their lessons. However, if they are unavoidably late they must sign in at the Lower, Middle or Upper School offices. Lateness will be followed up and does lead to sanctions being applied.

If your child is staying at home unwell, or is absent from school for any other reason, please ring the school first thing in the morning to notify us. Contact details are provided below:

Lower School, Years 7 & 8: Mrs Nicola Darbyshire, LS Administrator

Phone 01480 375700 ext. 5766 or direct dial 01480 420522

Middle School, Years 9 to 11: Mrs Julie Connor, MS Administrator

Phone 01480 375700 ext. 5825 or direct dial 01480 420506

Alternatively, please dial the main school telephone number, 01480 375700 and follow the instructions given.

When your child returns to school please complete the section about absences in the planner. Your child should be encouraged to catch up on any missed work.

A First Day Response policy operates where we try to contact parents/carers by telephone on the first day of absence if there is no known reason for them to be out of school. Students who absent themselves from school put themselves at risk. Make sure your child knows how important it is to be in the right place at the right time.

If your child is taken ill during the day they must report to the Medical Room to be seen by a First Aider/School Nurse. If you are contacted to collect her/him please report to Community Reception at the front of school to collect your child. **Under no circumstances should a student absent themselves during the day from school and leave the site without permission.**

Please note that Students **may not** leave the site at break or lunch time for any reason, e.g. to visit the Country Park, the Hospital site or surrounding area, and sanctions will apply if they do.

Attendance is reviewed regularly at school, intervention methods are undertaken by Form Tutors, Heads of Year, Heads of School and the Attendance Officer. Where attendance continues to give cause for concern, the school may request medical evidence, such as appointment cards or doctor's letters, in order to authorise absences. All persistent absence cases (below 85% attendance) will be referred to the Educational Welfare Officer from the Local Authority.

Dentist, Doctor or Hospital Appointments

Wherever possible please make appointments outside of school hours. Please write a note in your child's planner outlining the details of the appointment and sign it. Please note that you need to ring in if your child has an appointment at the beginning of the school day. If students need to leave school at any time for an appointment they **must sign out at the appropriate school office**. Parents/ Carers must provide a note in the student's planner outlining the reason for the absence. This note can be shown to anyone who may challenge her/his absence from school. Education Welfare Officers periodically challenge school-age young people who are out of school during the day. Once returned to school your child should sign back in where they signed out. This is important to ensure that we know when a child is on or off the school site.

Leave of Absence during Term Time

As a parent/carer you are strongly urged to avoid taking your child out of school during term time. Please note the following before applying for leave of absence from school:

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force on 1 September 2013.

There is no longer provision in The **Education (Pupil Registration) (England) Regulations 2006** to grant leave of absence for the purpose of a family holiday during term time. The regulations make clear that principals/head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

If you believe that there are exceptional circumstances that warrant the need to take your child out of school during term time, please complete the 'Leave of Absence During Term Time' form which is available on the school website or from the relevant Year Team Office. Return your completed form to your child's Head of School, providing at least 10 school days notice, where circumstances allow. A letter will be sent to parent/carers in response to the application for leave, to confirm the school's decision.

Please note, parent/carers can be fined for taking their child on holiday during term time without consent from the school. If leave is taken after permission has been withheld then this will be recorded as unauthorised absence. Unauthorised absence can result in the involvement of the Education Welfare Officer and possible legal proceedings.

Martine Benjafield

School Attendance Officer

myb@hinchbk.cambs.sch.uk 01480 375700 ext. 5718 or direct dial 01480 420512