

Attendance

a guide for parents



What happens if a pupil misses too much school?

If a pupil does not attend everyday, this is what can happen:



They will not know how to complete the work set



They may feel left out and get left behind



Friendship groups may change



They become anxious



They lose touch



They will underachieve

Why is good attendance important?

- To avoid gaps in learning.
- To help achieve good exam results.
- To help with getting to sixth form, college, an apprenticeship or university.
- To help get a good job.
- Provides pupils with a routine.
- Provides pupils with a sense of belonging.
- Our curriculum offers excellent opportunities for pupils to develop social and emotional skills and promote wellbeing.
- To prevent court action.



What are the parental/carer responsibilities?

If your child is aged between 5 and 16, you must make sure they attend school regularly and stay in school. This is law. You can be taken to court for breaking this law (Section 444 of the Education Act 1996).

*Parents and carers
should ensure their children arrive at
school on time, properly dressed and in
a condition to learn.*

This means pupils should wear correct school uniform. They must have their books, pens, pencils, PE kit, and planner. Parents and carers must also make sure that children complete homework on time and keep to school rules about behaviour.

What can I do to improve my child's attendance?

The following factors play a big part in achieving good attendance and punctuality:

- Have an evening and morning routine that allows a minimum of 8 hours sleep.
- Limit digital technology use - e.g. gaming, social media, apps etc. and finish at least one hour before bed.
- Allow enough time in the morning for your child to get ready, have breakfast, travel to school and arrive on time.
- Have their own alarm clock and set back up alarms.
- Get a reliable friend to call for them in the morning.
- Get their equipment and bag ready the night before.
- Have a regular study time each evening.
- Not waiting for friends in the morning before school.
- Learn bus timetables in advance.



It also helps when parents and carers:

- Take an interest in schoolwork.
- Work with and support the school.
- Praise their child's efforts.
- Check and sign their child's planner every week.

What is an authorised absence?

Parents and carers can explain absences, but they cannot authorise them. Only the school can decide whether explanations about absences are acceptable and can then be authorised. For persistent absence, the school will insist a doctor's note or medical evidence is provided. All other absences will be coded as 'O' and will not be authorised.

The following reasons for absence will not be authorised:

- Looking after the house or other members of the family.
- Going shopping or visiting relatives.
- They have their period.
- They got up late.
- They don't want to come to school.
- Family birthdays or family outings.

What about absence for dental or medical treatment?

Your child may have to be absent from school for medical or dental treatment. The school must be informed if this is during school time, but where possible appointments should be arranged before/after school. Please ensure evidence is provided for a medical absence to be authorised.

What if the absence is essential?

We understand sometimes your child may be too unwell to attend school. If this is the case it is important to get a message to school. It is the responsibility of parents/carers to let the school know the reason for their child's absence as soon as possible, before 8:30am on the first day of absence. Parents and carers should telephone the absence line before 8:30am on 01952 386000 (Select option 1 for attendance and the correct extension for your child's year group) or email: HADattendance@taw.org.uk on **every day of absence**, informing the school of the reasons for absence and likely duration of the absence.

Your child deserves a rigorous education and all the opportunities that Haberdashers' Abraham Darby has to offer.

What happens if a pupil is late?

- Your child will be at a disadvantage.
- They may miss important notices given in mentor time and interrupt lessons.
- Morning registration takes place at 8:30am.
- Any pupils arriving onto school site after 8:30am will enter via the welcome window and be marked as late (L) resulting in -1 behaviour points. After 3 lates the student will also receive a detention.
- If your child arrives after 9:00am, it is an unauthorised absence and will be coded as 'U' (arrived after registration closed). They will need to enter via reception. They will also receive a late detention.
- Afternoon registration takes place at 12:30pm.
- If your child's punctuality does not improve, further sanctions will be put in place.

What about leave of absence?

The Principal will not be able to grant any leave of absence during term time, for any purpose unless there are exceptional circumstances.

Under the new national framework, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

From August 2024, the fine for school absences across the country is £80 if paid within 21 days, or £160 if paid within 28 days.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.



**Attendance
for ONE
term**

**In ONE
term your
child will
have
missed**

**In a
YEAR your
child will
have
missed**

Attendance for ONE term	In ONE term your child will have missed	In a YEAR your child will have missed
95 %	3 days	2 weeks
90 %	1 week 2 days	4 weeks
80 %	2 weeks 4 days	8 weeks
70 %	4 weeks 1 day	12 weeks
60 %	5 weeks 3 days	16 weeks
50 %	7 weeks	20 weeks
40 %	8 weeks 2 days	24 weeks
30 %	9 weeks 1 day	28 weeks



Together we can help your child feel happy and successful at school

What does the school do to support my child?

- Regular attendance and punctuality rewards are given throughout the year. These include prizes for families to use in local supermarkets.
- Each year group has a pastoral team (head of house, deputy head of house and pastoral support officer) to answer any queries.
- On-site school mental health practitioner.
- Wide range of extra-curricular opportunities.
- Well-designed curriculum which covers a broad range of topics.



Attendance at external examinations

All pupils must attend external exams on time as these dates are set by the examinations boards and cannot be changed. If your child fails to attend an external exam you will be charged the cost of the examination.

Attendance Team

Haberdashers' Abraham Darby's Attendance Manager or a member of the pastoral team may complete 'Safe and Well' visits for pupils, where they attend the family home. These visits can take place for a range of reasons e.g. the pupil is not in school, and the parents/carers have not contacted the school to inform them of the reason. This is a procedure that the school has to follow by law to ensure that all its pupils are safe.



What if I need further information?

(Term dates can be found on our website)
Haberdashers' Abraham Darby - 01952 386000
Family Connect - 01952 385385
Childline (24 hour helpline) - 800 11 11
Parentline - 0808 800 2222

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