

Hessle Mount School

Attendance Policy

Research shows that unsatisfactory attendance, or persistent lateness, has a negative effect not only on the attainment and progress of the pupils involved but also on the pupils in their working groups.

Hessle Mount will refer any cases of unauthorised absences or persistent lateness to the Education Welfare Officer. Absences have to be recorded as 'authorised' or 'unauthorised' in the class register.

Lateness

As a courtesy to parents we offer an "early drop off" facility between 8.00 am and 8.30 am. The school is open from 8.30 am until 9.00 am for children to enter school. All children are expected to be in their classrooms by 9.00 am.

"Being on time is also vital. Arriving late at school can be very disruptive for your child, the teacher and the other children in the class".

Registration

- Registration is completed by 9.05 am before the school assembly. In the event of bad weather or transport difficulties the register will be open until the problems are resolved.
- Registration is taken again at the beginning of the afternoon session.
- All registers must be returned to the chair outside the main office immediately after completion.
- In case of fire -all registers are collected by Mr Cutting for a register to be taken at the Fire Assembly Point.

Sickness Absence

Whilst we encourage parents to telephone on the first day of absence, we understand that it is not always possible. We therefore **require a letter of explanation when the pupil returns to school.**

Holiday arrangements and "leave of absence"

- Parents have a legal duty to ensure their child's regular attendance at school. We authorise leave of absence for up to 10 school days a year.
- We discourage families from taking holidays in term time unless there are compelling reasons. Compelling reasons normally refer to the impossibility of other members of the family obtaining leave from their employment. We may ask children to keep a diary of their holiday.

"If children do not attend school regularly, they may not be able to keep up with school work. In a busy school day it is difficult for schools to find the extra time to help a child catch up".

- Please try to make routine dental or medical appointments in holiday time.
- Any absences should be requested as far in advance as possible in writing. Family bereavement or taking part in an agreed religious observance would be acceptable for short absences. Unacceptable absences include shopping and birthdays.
- Do not ask for time off during test or assessment time unless for exceptional circumstances.
- Do not request extra work if you choose to take your child out of school for holidays in term time.