



Children are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have and at Hemingford Grey Primary School we endeavour to encourage the children to attend, and to put in place appropriate procedures to support regular attendance. We

believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.

There is a strong relationship between pupils' attendance and their development, attainment and progress and the school is committed to promoting good attendance as part of its dedication to ensure quality educational provision to give its' pupils the best start in life. By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

Parents have a legal duty to ensure that children of compulsory school age attend their registered school on a regular and full-time basis. Parents should ensure that if their child is to be absent from school for any unavoidable reason, such as sickness, they should contact the school by 8:45am on each and every morning of absence. To aid early notification, the school telephone has answer phone facilities in order for a message to be left prior to school opening.

Parents may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents. Should the parents fail to provide a satisfactory reason for their child's absence, the school will record such absence as unauthorised. Please also be aware

that unauthorised absence could result in a penalty fine of between £60 and £120 per parent per child.

Children may arrive at school from 8.50am and go straight to class. There is no supervision on site for children before this time and the school is not legally responsible for them. Registration is called at 9.00 am and again at 1.15pm for KS1 and 1.30pm for KS2. Registers will close at five minutes after registration times. A pupil that arrives after this time will be marked as 'late' unless the school have previously acknowledged the reason for their late arrival into school. Parents should ensure that their child arrives at school from 8.50am for registration at 9.00am. If a child is late the parent should take their child directly to the school office. "Late" is defined as the child arriving after 9:00am. It is important that the office is informed directly by the parent to ensure that the register is altered and to stop unnecessary telephone calls enquiring as to the child's absence. If a child arrives after 9:15am, this will result in a 'U' code on the register which constitutes as an unauthorised absence for the morning session.

The school will follow up any unreported absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.



Should a child be absent and no contact can be made with parents/carers via email or telephone by 10:00am, our safeguarding responsibility to ensure the whole family are safe and well may mean that members of staff do a quick 'door knock' at the family home.

Should we suspect that your child may be on holiday, a home visit may be made and a letter hand delivered to your address for parents'/carers' urgent attention.

If your child is absent either due to illness or due to an unauthorised absence, they must not attend any event during the school day or on the evening of the day of absence.

Should your child have sickness or diarrhoea they must not return to school within 48 hours of the last bout of illness.



You are strongly urged to avoid booking a family holiday during term-time. Parents do not have any right or entitlement to take their child out of school for a term-time holiday, and schools will not as a rule authorise leave for such holidays. The School will only authorise leave for term-time holidays in exceptional circumstances and a child's good current or previous attendance record will not mean that a request for absence during term time will be authorised.

We strongly encourage parents to avoid, wherever possible, making routine medical and dental check-up appointments during school time.

Parents/Carers have a responsibility to ensure their children attend school regularly and punctually. Pupils have the responsibility to be on time for lessons and ready to learn.

In the event of persistent absence, the following procedures will take place: At the point that your child has 10.5 days absent the school may contact the parent/carer to notify them that their child's attendance has

fallen below 95%. If further absence takes place, the Headteacher will telephone the parents/carers and a letter will be sent home. If your child has 19 days absent they will not be able to achieve attendance higher than 90% in the academic year and will be recorded as a persistent absentee and the Local Authority Attendance Officer may be notified. Please note that the LAAO have access to the attendance records of children who attend CCC LA schools and can independently monitor attendance. Anything lower than 95% has a serious impact on learning and progress. We are all aiming for children to be in school as much as possible and minimise time away from learning.

Attendance during one school year	Equivalent Days absent	Equivalent Sessions absent	Equivalent Weeks absent
95%	9	18	1.8
90%	19	38	4.75
85%	29	58	5.8
80%	38	76	7.5
75%	48	96	9.5
70%	57	114	11.5
65%	67	134	13.5

Home and School working together on attendance is the best way to improve children's futures