



HAMPTON DENE PRIMARY SCHOOL

Church Road, Tupsley, Hereford, HR1 1RT

Email: admin@hamptondene.hereford.sch.uk

Website: www.hamptondeneschool.co.uk

Telephone: 01432 273232



Early Years Attendance and Punctuality Guide for Parents

1. Why is it important for my child to attend school every day on time?

Good attendance and punctuality can help your child:

- **Make friends and learn social skills.**
- **Build good habits for school and future learning.**
- **Play, learn and have fun.**
- **Develop in all areas.**

Establishing good habits from the start will help your child to settle more quickly and build good habits for later life. Regular attendance and punctuality are vitally important. Coming to school on time, every day helps to develop confidence. Children with poor attendance and punctuality are at a disadvantage later in life. They generally find it harder to make and maintain friendships, they achieve less, and they often suffer from poor self-esteem. Establishing good routines at home can also help.

If children miss days unnecessarily, they miss opportunities:

- **To develop their knowledge of school routines and expectations**
- **To develop social skills and friendship groups**
- **To develop relationships with staff and children**
- **To take part in all aspects of the Early Years Curriculum, which may hinder them in their later school life.**

Routines at Home

- **Have a regular bedtime and morning routine**
- **Prepare uniform and pack bag the night before**
- **Talk about the new adventure and fun activities**
- **Have a back up plan for getting to school if something happens**
- **Arrange medical appointments, holidays and celebrations out of school time**

2. When does my child need to be in School?

Every child should attend every day that they are required to attend. The school gates open at 8:30am and all children need to be in school before 8:40am when the day

One School Cherishing All

Headteacher: Mrs E Kearns BEd (Hons) Msc





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officially begins. The register is taken before 8:55am. It is the parent's responsibility to ensure they are aware of term dates. Term dates can be found on our school website.

3. What happens if my child is late?

Arriving on time gives your child a settled and positive start to the school day. Children who arrive late or are picked up late sometimes find it distressing. If you are unavoidably late for any reason, please ring us.

Registers close at 9:10am in the morning and 1:15pm in the afternoon. Pupils who arrive after registration should report to the school office with a responsible adult. Arriving after the register has closed at 9:10am is an unauthorised absence.

A series of unauthorised late marks may lead to referral to the EWO (Education Welfare Officer). The school may consider referring to Herefordshire Council for legal action if unauthorised absences continue and parents fails to engage with guidance and support.

4. Does the School need letters explaining my child's absence, or will a phone call do?

We expect parents to notify the school every morning of absence by 9:00am, unless the length of absence is known in advance. We will contact you if your child has not arrived in school by 9:10am and no message has been left. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence. You may leave a telephone message or email school (details on page 1).

If we are concerned about aspects of your child's attendance or punctuality, we will contact you to discuss the best way forward.

5. Do all parents, partners and carers have a legal responsibility to secure a child's education?

Yes, all adults, parents and carers have a legal responsibility including absent parents. Once your child is statutory school age. The term after their 5th Birthday.

DEFINITION OF A PARENT Section 576 of the Education Act 1996 defines 'parent' as

- All-natural parents, whether they are married or not

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- Any person who, although not a natural parent, has parental responsibility for a child or young person
- Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

An accumulation of unauthorised absences may lead to a referral to Herefordshire Council, which may result in legal proceedings.

6. What reasons will the school accept for absences?

- Illness. However, persistent illness without medical evidence will not be authorised: Parents will be expected to provide evidence, so school are able to consider if the absence is to be authorised or unauthorised. Medical evidence can be provided by proof of GP appointment, proof of prescribed medication or a letter from the GP stating that they were required to be absent from school.
- Emergency dental/medical appointment. Please make routine appointments after school or during the holidays, school will require appointment cards.
- Family holidays in exceptional circumstances and only if authorised in advance by the Headteacher.

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce medical evidence as stated previously.

7. What is unacceptable?

The school will not authorise absences other than those in exceptional circumstances. Family holidays, day trips, shopping or birthdays are not classed as exceptional.

8. Can we take family holidays during term-time?

Family holidays should only be taken during school holidays. Only in exceptional circumstances will permission be given during term time. In such circumstance's requests should be made in writing to the Headteacher 6 weeks in advance. The Headteacher has the right to refuse permission. Where a holiday in term time is granted, the Headteacher will determine the number of days a pupil can be away from school. Any absences incurred prior to and following the request dates will be coded

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as unauthorised unless supported by evidence. If an unauthorised holiday is taken during term time, a request will be made to Herefordshire Council who will consider the facts and may pursue legal action.

9. What can I do to encourage my child to attend School?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

10. My child is trying to avoid coming to School. What should I do?

Contact your child's teacher immediately and openly discuss your worries. Your child could be avoiding school for several reasons – difficulties with schoolwork, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. We are here to support you and your child to be successful.

11. Children Moving Schools

It is important to communicate with school should you wish to transfer your child to a different school. When pupils leave the school and no information has been received by the school regarding their new placement and parents/carers are unable to be contacted, the school has a duty of care regarding safeguarding and must contact the Local Authority. The child will be a **Child Missing in Education**. This means that Herefordshire Council has a legal duty to investigate, which will include liaising with Social Services, the Police, and other agencies, to try to track and locate the child. By giving the school details of the child's new school and location, unnecessary investigations can be avoided.

12. Important Contact Information

It is paramount that parents/carers keep school updated with all new contact details of change of address, landline or mobile telephone numbers and email address. If you start a new job and have a work contact number, please let us know immediately. This is to ensure we can contact you in an emergency.

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