

How we can help



Provide a welcome back

It is important that on return from an absence all pupils are made to feel welcome. This should include ensuring the pupil is helped to catch up on missed work and brought up to date on any information that has been passed onto other pupils.



Encourage and recognise

Good or improving attendance will be recognised by the school.



Follow up concerns

Help and support is offered to pupils and parents where attendance is causing concern.



Acknowledge extenuating circumstances and compassionate leave

We understand that there may, on rare occasions, be unavoidable cause for absence e.g. illness of a close relative. Although it is important that children's education suffers as little as possible, these requests will be viewed with compassion.



Research has shown that children who are not in school are most vulnerable and easily drawn into crime. Those children who play truant are more likely to offend than

- Telephone: **02380282244 (St M&AA)**
02380862009 (Netley Marsh)
02380813340
- Please report pupil absence by **10 am**.
- Forms for authorised absences can be obtained from the school office



Abbotswood Junior



Calmore Infant



Copythorne Infants



Forest Park



Foxhills Junior



Hounslow School



Lyndhurst Infants



Bartley Junior



Calmore Junior



Eling Infants



Foxhills Infants



Hazel Wood Infants



Lydlynch Infants



Netley Marsh Infants

Hounslow and Testwood Pyramid Cluster

Policy for Attendance

Dear Parents / Carers

Like you, we want the best for your children and we know that children who are in school do better than those that are not.

This leaflet on Absence from the Hounslow and Testwood pyramid of schools aims to consolidate the information and procedures surrounding term time absence.

We ask that you read this document carefully and follow the procedures laid out should your child be absent from school. We would also ask you to consider carefully about taking your child out of school during term time and hope that you will not find it necessary to do this in the future.

We thank you in anticipation of your support in this important matter.

Yours sincerely

Mrs T Daniel
Executive Headteacher



Oakfield Primary

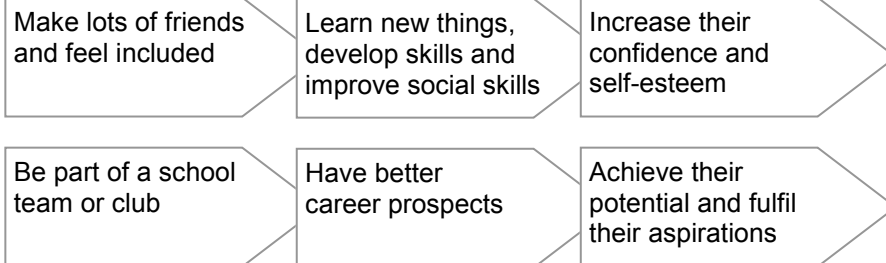


Testwood Sports College

Why does attendance matter?

Attending school on a regular basis is the key to your child doing well at school and will set them up with good habits for later life and the working world.

It will also give your child the opportunity to:



Absence Recording Procedures

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

90% Attendance - that's good isn't it?

Take the example of a pupil who has a 90% attendance rate. His parents think this is pretty good. 90% attendance means that he is actually absent from lessons for the equivalent of one half of every day every week. This means that with 90% attendance he has missed the equivalent of four whole weeks of lessons in the school year. If he continues to attend school for only 90% of the time, then over five years he will miss the equivalent of about one half year of school!

Absence adds up

Most parents are surprised how easily ten or more days absence can accumulate. Read on to find out what you can do to help.

How you can help



Contact the school promptly to report an absence

After the registration period ends, absent pupils will be followed up by contacting the parent/carers. If contact can not be made a message will be left. Where there is concern for a pupil we will continue to try and make contact.



Make medical and dental appointments outside of school hours

Please be aware that the absence or illness of a pupil should not affect the education of their siblings. If a pupil has an appointment (particularly at the beginning and end of the school day) arrangements should be made to ensure that the other sibling is either dropped off or collected from school on time.



Understand there are times at school which are particularly important

For Year 2 and Year 6, vital preparation and assessments occur prior to and during the month of May respectively. Throughout Years 10 and 11, there are continuous controlled assessments and examinations. **As a result no holiday will be authorised during these periods.**



Arrange for or encourage your child to arrive at school on time

Pupils that arrive after the start of the school day will be marked as 'late'. For fire safety reasons all late pupils must sign in on arrival at school.



Find out more

For further information about parental duties in relation to school attendance visit www.parentscentre.gov.uk



Every lesson in school matters and children who have time off