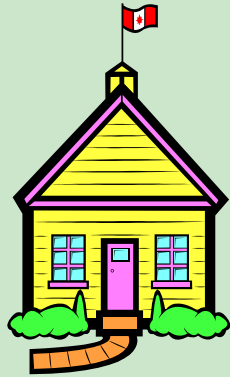


Please arrive at school on time. School starts at 8.55am, the doors open at 8.45am.



The Horsell Village School  
Church Hill  
Horsell  
Woking  
Surrey  
GU21 4QQ

Tel: 01483 714804  
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June 2017

The Horsell  
Village School

## Attendance Policy



The Horsell Village School  
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GU21 4QQ

Tel: 01483 714804

## Attendance Policy

This leaflet is a brief summary of the main points of the attendance policy. Our attendance policy aims to:-

Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality.

Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning.

Enable pupils to progress smoothly, confidently and with continuity through the school.

Make parent/carers aware of their legal requirements.

### Being at School

School education lays the vital foundation of a child's life. Irregular attendance can severely impede academic and social development. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer.

### School Times

**The teachers open the doors at 8.45am. The school day begins at 8.55am. Pupils must be in their classroom by 9.00am for registration and not just coming in through the school door. Lunchtime registration is at 1.15pm.**

**School finishes at 3.00pm.**

### **When a child arrives late**

It interrupts concentration and wastes valuable learning time.

Children who arrive late must be accompanied to the school office by a parent/guardian and sign in. If a child arrives after 8.55am they will be marked late.

### Taking the Register

By law, schools must take a morning and an afternoon register and record the attendance or absence of every pupil. During school hours the school staff are legally in loco parentis and therefore must know where the pupils are during the school day. If a pupil has to leave school for any reason during the school day, the parent/carer must contact the school with an explanation. Pupils leaving the school site during the day must sign out at the school office. Pupils attendance and punctuality is recorded and will be passed on to future schools as necessary.

### When your child is absent

By law, schools must record absences and the reasons given for these absences.

### **Notifying the School of absence**

**Parents/carers must contact the school first thing on the morning of the child's absence to let the school know why their child will be absent. If the school is not contacted, an unauthorised absence will be noted.**

The school has to produce regular attendance figures for the DfE. Unauthorised absences are queried.

### Absences during term time

You have to get permission from the Headteacher if you want to take your child out of school during term time.

You can only do this if:

- you make an application to the Headteacher in advance (as a parent the child normally lives with)
- there are exceptional circumstances

It's at the Headteachers discretion how many days your child can be away from school if leave is granted.. If leave is granted there is a maximum of 10 days flexibility for exceptional circumstances.

**Family holidays are not considered exceptional circumstances.**

### Examples of authorised absences

Genuine illness of the pupil

Hospital/dental appointment for the pupil

Death of a near relative

Religious observance (faith of the parents/carers)

### Unauthorised Absence

A shopping trip, a birthday event, oversleeping due to a late night, looking after other children, letting the gas man in.

Where possible let the school know in advance of any planned absences eg. Hospital appointments, We ask where possible that you make medical/dental appointments for out of school hours.

### Leave in exceptional circumstances

Family holidays should take place during the school holiday dates. If leave in term time cannot be avoided due to exceptional circumstances, a leave of absence form should be filled in. The Headteacher will then decide whether or not to authorise it. This will depend of the pupil's attendance over the last 12 months and the continuity of your child's learning.

**If your child is in Year 2, please ensure you do not ask for leave until after the May half-term. Teacher assessments and SATs take place during the Autumn, Spring and Summer terms.**

**If leave is requested before the May half term, it will be marked as unauthorised absence. This affects the school's, and your child's attendance figures.**

	<p>The Horsell Village School Church Hill Horsell Woking Surrey</p>
<p>Ensure that your child has regular bedtimes and wake up times on school days. Ensure that they have a good breakfast each day. Please arrive punctually at school (by 8.55am) Please contact the school to report absences Tel: 01483 714804 ext 1</p>	