



Hook Infant School

Attendance Policy

Status of document	
Document type	Statutory
Date reviewed	September 2026
Reviewed by	Headteacher
Date next review	September 2027
Date Approved by Governing Body:	23 rd September 2026
Review cycle	Annual
Available on website	Yes
Approval level	Governing Body

1. Aims

At Hook Infant School we believe that regular school attendance is essential if children are to achieve well. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education. Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity. Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Promote good attendance, enabling pupil's achievement by establishing the highest possible levels of attendance and punctuality
- Recognise the key role of all staff in promoting good attendance
- Provide a clear framework for monitoring and responding to pupil absences, acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- Promote positive support systems and advocate multi-agency approaches to improve attendance
- Make parents aware of their legal responsibilities and ensure their children have access to the education to which they are entitled

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent and severe absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly. In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority (LA) to ensure that parents and carers are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A “Parent” is defined as:

- Any natural parent
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

3. Roles and responsibilities

At Hook Infant School, we believe that improving school attendance is everyone’s business. It is a shared responsibility by governors, all school staff, parents, pupils, the wider school community and multi-agency partners. We aim to always work in partnership with our parents.

3.1 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.2 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with children and their parents/carers
- Delivering targeted intervention and support to children and families

The designated senior leader responsible for attendance is the Headteacher and can be contacted by phone – 01256 764487.

3.3 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher
- Working with the Headteacher to tackle persistent absence

3.4 All staff

All staff at Hook Infant School will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Know the importance of good attendance, are consistent in their communication with pupils and parents

3.5 Parents/carers

We request that parents:

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Make sure their child attends every day on time
- Call the school to report their child's absence before **8.40am** on the day of the absence (and each subsequent day of absence, and advise when they are expected to return)
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Attend meetings requested to discuss attendance issues

3.6 The Governors

The governors are responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy
- Ensuring that attendance data is shared with the Local Authority or Department for Education in line with statutory reporting deadlines.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy, which is published and publicised regularly so that it is easily accessible to pupils, parents and staff.

3.7 Pupils

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.

- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

Further information can be found [here](#).

4. Categorising Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

4.1 Leave of Absence

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours. All absences associated with a holiday or other absence for the purpose of leisure and recreation during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday or other absence for the purpose of leisure and recreation may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At Hook Infant School leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. Hook Infant School will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher **at least two weeks before the planned leave** (see Appendix 1).

Emergency situations: We understand that genuine emergencies (such as serious illness, bereavement, or other unforeseen family crises) may arise where advance notice is not possible. In these circumstances, please contact the school as soon as reasonably practicable to explain the situation. Each case will be considered on its individual merits.

Planned absences: If a written request for a planned leave of absence is not submitted in advance and the leave is taken, it will be marked as unauthorised. Hook Infant School will treat each application individually and discuss with you the circumstances before a decision is made. Retrospective requests for planned absences will not be authorised. However, we will always consider the specific circumstances where parents can demonstrate that advance notice was genuinely not possible

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher **at least two weeks** before the planned leave (see Appendix 1). If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised. Hook Infant School will treat each application individually and discuss with you the circumstances of the application before a decision is made. **Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.**

A penalty notice request or a referral for prosecution may be submitted to the Local Authority should:

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period of leave is taken than was agreed.

The criteria for issuing a penalty notice have now changed. Schools are now authorised to issue Penalty Notices to parents who attempt to avoid penalties by scheduling holidays that fall below the threshold, including during weeks containing Bank Holidays or INSET days.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

The 1996 Education Act also sets out the circumstances in which a pupil has not failed to attend school regularly and therefore the parent has not committed an offence.

5.2, 5.3, 5.4 are examples of these.

4.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parents notify the school office in advance of the appointment and provide evidence of the appointment. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, parents must sign their child out at the school office. No pupil will be allowed to leave the school site without parental confirmation. Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent. We will invite parents to attend a support meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the School Nursing Team and/or to liaise with the child's healthcare professional.

In the case of long term or frequent absences due to illness or a medical condition, supporting medical evidence may be requested. This could be in the form of a date stamped compliment slip from a doctor's surgery or a copy of a prescription. (Please note that the school is not asking any parent to incur a charge for such information and will not be liable for any cost.)

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting pupils with medical conditions at school](#) and Hampshire policies regarding supporting children with health issues,

[Behaviour and attendance resources for schools | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/behaviour-and-attendance-resources-for-schools). We will also consider whether an Individual Healthcare Plan is required.

4.3 Pupil Absence for the purposes of religious observance

Hook Infant School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

Working together to improve school attendance - GOV.UK (www.gov.uk) page 86.

4.4 Parent travelling for occupational purposes

The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

4.5 Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend
- Absences taken without the authorisation of the school

5. Our procedures

5.1 Register keeping and recording

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed.
- Not attending school for any reason.

“Regular” attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised.

Legally the register must be marked twice daily. This is once at the start of the school day and again for the afternoon session.

Reporting to parents

Parents can access information about their child’s attendance through Arbor at any time. The school will send half termly reports to parents.

5.2 Punctuality

It is important to be on time at the start of the morning and afternoon school sessions. If a child is late, they can miss learning, time with their class teacher getting vital information, and possibly cause disruption to the learning for others.

Lateness Procedure

Group	Doors Open	Register Taken	Late (L)	Late After Register Closes (U)
Year R	8.30am	8.40am	8.40am-9am	After 8.55am
KS1	8.35am	8.45am	8.45am-9am	After 9am

All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.

5.3 Unplanned absence

What to do if my child is absent:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call **before 8.40am** on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. A message can be left on the answer phone if there is no one available to take your call. If no contact is received, then absence protocols will be instigated.

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required. If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a text or telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.
- If school cannot contact a parent a home visit may be carried out.

Should a child be absent for illness either side of a school holiday or for a period of 4 or more days, then we may request medical evidence. We may also undertake a home visit where there is a possibility of the of threshold (10 sessions – 5 days of unauthorised absence in a rolling period of 10 school weeks) being met for issuing a penalty notice.

In certain circumstances the school may also:

- Visit the home of the pupil
- Write to the parents of a pupil to highlight attendance or punctuality issues
- Invite parents to discuss how school can support the family to make improvement
- Refer to Inclusion Support Service for support, guidance, and advice
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through [Inclusion Support Service \(ISS\)](#) | Hampshire County Council (hants.gov.uk) and [Behaviour and attendance resources for schools](#) | Hampshire County Council (hants.gov.uk)
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or consulting with the Children's Social Care or the police, where there are safeguarding concerns.

5.4 Strategies for promoting attendance and punctuality

We are committed to provide children with the 'tools' they need to confidently attend school. The school will support families through a number of strategies including:

- The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come: that the school is a place where the children are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum.
- It is clear that children alone cannot ensure their regular and punctual attendance at school. From the outset, parents are encouraged to take an active interest in the work of the school and to build and support their children's enthusiasm for attending school.
- All staff make children aware of the importance of good attendance
- School staff will speak with parents to discuss the reasons behind non-attendance and or lateness. The school will endeavour to make reasonable adjustments to support parents and children, for example, staggered drop-offs or alternative entrance where possible; transition objects to support the child with the transition between home and school.
- Sharing expectations and the importance of regular attendance with parents through newsletters, parent meetings and on the school website.
- Each child's attendance record is shared with the parents as part of annual written reports and at Parent Consultations, attendance is discussed.

5.5 Pupils who require additional support

Our school is committed to reducing persistent and severe absence by ensuring that pupils and their families receive the right support at the right time. We will work closely with parents, carers, and students to identify and address any barriers to attendance, both within and outside the school environment. This includes offering a graduated response through assessment, planning, intervention, and regular review of support plans. We will make reasonable adjustments, provide necessary referrals to voluntary services with family consent, and meet regularly with those at risk of absence.

For pupils requiring additional support, particularly those facing emotional barriers to attendance, we will offer targeted interventions and collaborate with external agencies to provide specialist assistance. Our approach prioritises safeguarding and the well-being of our students while promoting consistent school attendance.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

5.6 Monitoring and analysing attendance

Hook Infant School will:

- Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. This should go beyond headline attendance percentages and should look at individual pupils, cohorts and year groups (including their punctuality) across the school.
- Use this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads).
- Undertake frequent individual level analysis to identify the pupils who need support and focus staff efforts on developing targeted actions for those cases.
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This should include analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.
- Benchmark attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data.
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.
- Provide data and reports to support the work of the board or governing body and local authority when appropriate.

5.7 Persistent Absence, Severe Absence and the use of legal interventions

A pupil becomes a '**persistent absentee**' (**PA**) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level could cause considerable damage to a child's educational outcomes.

A pupil becomes a '**severe absentee**' (**SA**) when their attendance drops to 50% and below for any reason. Over a full academic year this would be 190 sessions (95 days). Absence at this level is causing considerable damage to a child's educational outcomes.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support. [Inclusion Support Service \(ISS\) | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/inclusion-support-service)

If parents fail to engage with support and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice, consideration of an Education Supervision Order or prosecution via the Magistrates' Court.

Parents found guilty of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

In line with Hampshire County Council guidance, we will notify the Inclusion Support Service of all reduced timetables as soon as a plan has been agreed.

6. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential, the following policies are integral to this approach:

- | | |
|---|-------------------------------|
| • Safeguarding including child protection | • Exclusion |
| • Medical needs | • Special educational needs |
| • Admissions | • Teaching and learning |
| • Anti-bullying | • Relationships and behaviour |

Appendix 1: Leave of absence request form

Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional.

Please note: There is no general right to authorised absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised, and the local authority will consider legal action.

You are advised not to make any arrangements until your request has been considered.

Section A – to the Headteacher, I wish to apply for

Child's name: _____ Class: _____

To be authorised as absent from school (please include dates and time):

from _____ to _____ (inclusive dates)

If your child has siblings that are also applying for a leave of absence, please enter their name and school below:

Child's name(s): _____ School(s): _____

Section B Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space, please continue on the other side of the page.

Section C I am the parent/carers with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carers): _____ Date: _____

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (Headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Section D – for school use only.

Tick as appropriate.

☐ Request approved for ____ number of days from the dates and times

☐ A personal discussion with you is requested. Please contact: _____

☐ Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

PLEASE NOTE: This leave of absence form serves as a Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period.

A Penalty Notice may be issued per parent/carer, per child (i.e., if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).

Headteacher: _____ **Date:** _____

Current attendance rate: _____

Continuation of Section B if required

Appendix 2: Example reply to leave of absence request

Dear Parent's name,

RE: Absence during term time – Child Name (Child DOB)

Thank you for your application for absence in term time for XXXX. Whilst we appreciate your circumstances, Hook Infant School do not approve any absences during term time unless they are due to exceptional circumstances as per the guidance from the Department of Education.

The rationale behind this decision is that the Government has provided evidence that satisfactory progress at school is highly dependent on attendance.

Hook Infant School works closely with the Inclusion Support Service and if you choose to take your child out of school for the above unauthorised leave, we will notify the local authority and further action including legal action may be considered.

Please note that such a penalty is issued to each parent for each child taken out of school.

The first penalty notice issued to a parent will be charged at £80 if paid within 21 days. This will be increased to £160 if paid within 28 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead.

I have noted the dates that XXXX will be absent from Hook Infant School. Dates of leave and the registers will be marked with the G code (unauthorised family holiday) for this period.

If you would like to discuss the matter further, please contact the school on 01256 764487.

Yours sincerely

Headteacher

Appendix 3: Attendance & Punctuality Quick Guide for Parents

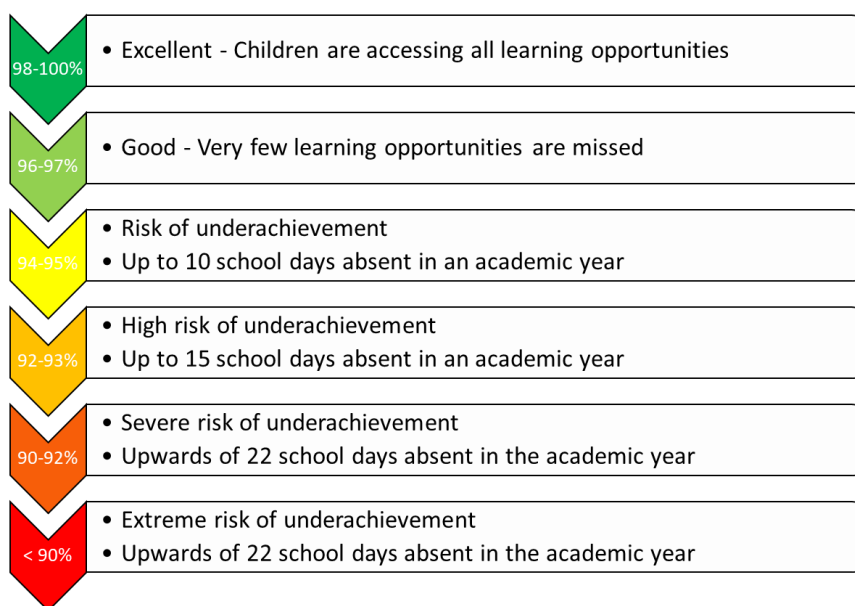
Hook Infant School Attendance Policy Quick Guide for Parents

We expect pupils to attend school for 100% of the academic year.

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **8.45am**.
- If your child appears to be only slightly unwell, send them in to school. We will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



On each day your child is unfit to come to school, please report this absence by phoning the school office – **01256 764487** to let us know.

If you leave a message, you must leave your child's full name, class and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted at least a month in advance of the leave of absence, via the school office. You will receive a letter in response, to advise if the request has been granted or declined.

Hook Infant School

Punctuality Quick Guide for Parents

Children are expected to arrive on time for school in the morning.

Group	Doors Open	Register Taken	Late (L)	Late After Register Closes (U)
Year R	8.30am	8.40am	8.40am-9am	After 8.55am
KS1	8.35am	8.45am	8.45am-9am	After 9am

The school doors open at 8.30am for Year R and 8.35am for Key Stage 1. Morning tasks are provided for the children to complete, alongside opportunities to read with their class teacher. The doors close at 8.40am and 8.45am respectively; after these times, children are classed as late. Excellent attendance and punctuality are important if children are to benefit fully from everything the school has to offer.

At dismissal times the doors open at 3.05pm for Year R and 3.10pm for KS1.

There are occasions when things can get stressful, things go wrong, or unforeseen circumstances can cause a family to be a few minutes late. However, our role as educators, in partnership with parents, is to also prepare pupils for the next step in their school careers and beyond. This means young people need to value the importance of being on time.

There is an enormous amount of published material on the benefits of being punctual, especially for school, and also relating to the implications of being late.

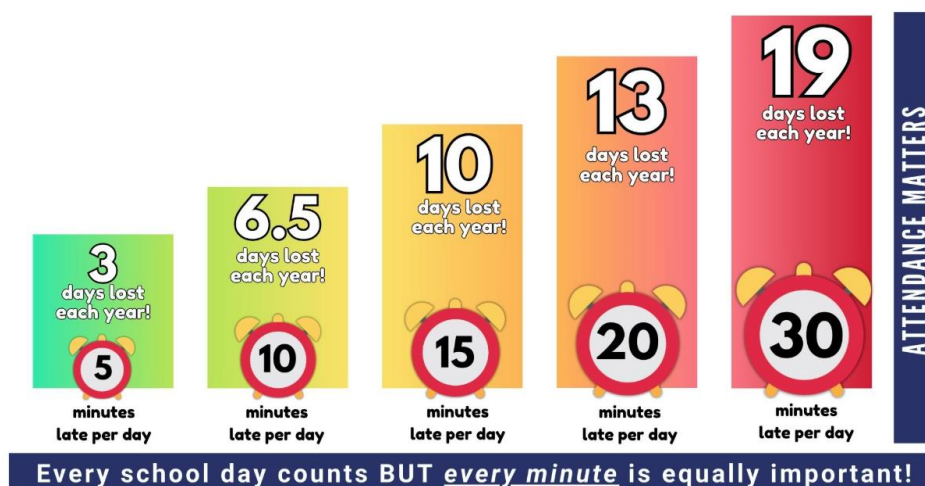
Being on time:

- Helps young people to be organised;
- Helps to build children's confidence
- Reduces stress and anxiety;
- Maintains and improves academic achievement;
- Helps young people to maintain their routine and focus;
- Enables children and adults to start the day settled, ready and relaxed;
- Is a sign of respect.
- Allows others (including school staff) to use their time wisely and efficiently.

Impact on pupils who are late:

- Arriving late can cause some pupils to feel very anxious as they go into the classroom by themselves once everyone else is settled, calm and working.
- Key learning time will be missed. Class teachers may have also planned to work with a child in an intervention group during registration time.
- Pupils may miss the all-important start of the first lesson. Without question, class teachers will then repeat their delivery to the late pupil which inevitably interrupts the flow of the lesson and the teacher's aims and ambitions for other pupils.

Learning time lost in extreme cases:



Helpful tips and guidance to improve punctuality:

- Be aware that on rainy days, there will be more traffic on the roads delaying journey times. Consider leaving the house 10-15 minutes earlier on these days.
- If children are oversleeping or getting up late, try putting them to bed an hour earlier each night for a week. Reduce screen time before bedtime by up to an hour.
- In terms of the recommended hours of sleep for young children:
 - 3–5-year-olds should be getting 10-13 hours each night;
 - 6–12-year-olds should be getting 9-12 hours each night (as recommended by Great Ormond Street Children's Hospital)
- Uniforms, lunches, homework and bags could be organised the previous evening to save time in the morning.
- Establish morning routines to help children know what to do and in which order. This enables them to become more independent too. Visual prompts can help.
- Provide a motivation for leaving the house early in the mornings, e.g., scoot or cycle, walking with friends and family, etc.

Reach out to the school if you would like us to signpost you to further information or external services to improve punctuality.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact the Headteacher, Miss Morgan if you require any support with ensuring your child's regular school attendance.