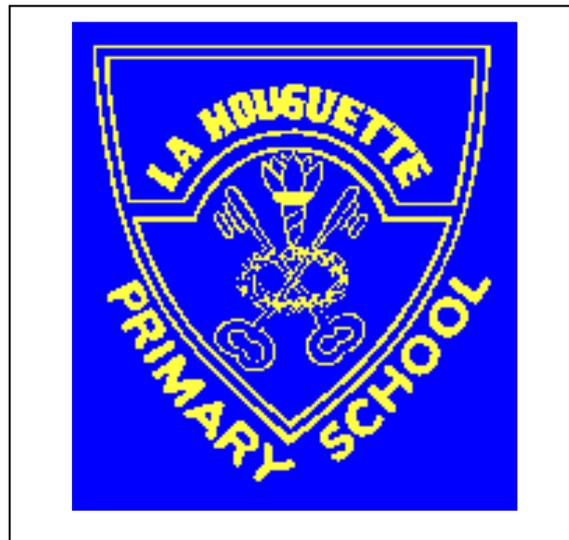


Attendance and Punctuality



A Parent's Guide

Dear Parents,

As part of an Island wide process, the school has revised and rewritten its Attendance Policy, This is available on our website or the school office. We have also produced this parental guide. Please take the time to read through this as there are procedures that have changed. These will come into effect from 20th September 2015.

Key Principles-

- Parents and carers have a duty to ensure that their children attend school regularly and punctually in order to get the most benefit from their education
- Regular and punctual attendance at school is key to the academic and social development that will improve the life chances of learners
- Learners who attend school regularly and punctually are less likely to be at risk, both in terms of engaging in anti-social behaviour and in terms of their own health, safety and welfare.

The Legal Framework

Section 17 of the Education [Guernsey] Law 1970 (hereinafter referred to as the “1970 Law”) places a legal duty on parents of every child of compulsory school age to ensure that they are receiving efficient full-time education suitable to their age, aptitude and to any special educational needs they may have, either by attendance at school or otherwise.

The word “otherwise” refers to educational provision that does not take the form of attendance at school. The majority of these cases will apply to learners who are being home educated or receiving home tuition or having an individualized learning programme as prescribed by a Determination of Needs

Compulsory school age is defined by Section 16 of the 1970 Law, as amended by The Education (Guernsey) (Amendment) Law, 2009 and the Education (Compulsory School Age) (Guernsey) (No2) Ordinance 2008. Compulsory School age is defined as the start of the term commencing on or after the child’s fifth birthday, until the last Friday of June in the school year in which they reach 16 years of age.

Parents who fail to secure their children’s regular attendance at school shall be guilty of an offence against this section and the Education Department has the duty to take appropriate action by serving a School Attendance Order on the parent(s).

Policy into Practice

Holidays Within School Time: (This applies to any length of absence)

Although Guernsey law does not preclude term-time holidays the Education Department and schools can express concern and disapproval of term-time holidays but neither have the power to refuse requests from parents.

All requests for Leave of Absence for a family holiday have to be made on the official form available on our website or the school office. La Houquette School has taken the position that, whilst it accepts parents have reasons for taking family holidays in school time, it does not feel that it can routinely authorise this. The school feels that to authorise some and not others is inconsistent and therefore has decided that all holidays will be coded as a "0" unauthorised absence. The school will not routinely reply to this but will record that this leave has been taken.

Medical Absence:

When a learner is absent from school, parents are required to contact the school on the first day of any absence with an explanation for their child's absence. Parents will be routinely asked when the child is expected to return.

If parents do not make contact the school may chase this up via text or phone call.

If this medical condition leads to several absences or a child's absence becomes a concern we may request that any medical condition is confirmed by a GP.

For long term medical conditions the school will follow the Educational Departments staged process for managing medical absence, contained within this policy.

Other Absences:

There are other reasons why a child may be absent from school: In these situations a written request must be made using the Leave of Absence form. Parents will be informed by email of receipt and whether this is an authorised or unauthorised absence.

Medical and dental appointments. Parents and carers should be encouraged to make appointments out of school hours and ensure that their child returns to school as soon as possible following the appointment. Authorisation will be given unless you are notified otherwise.

Interviews for a place at another school including exam entry for that school.

Authorisation will be given unless you are notified otherwise.

Representational/Cultural- Occasionally absence is requested either to represent the **Island** or to take part in an Island wide cultural event such as Eisteddfod activities. Providing that your child's absence for any reason does not exceed 10 days in any year this will usually be authorised. Please note travel on Friday or Monday for attendance on a weekend event will not be routinely authorised. Other cultural or sporting events will be considered individually.

Poor Attendance

If there is poor attendance for any reason then a staged procedure must be followed by the school. This is included in the policy on the website, but will involve letters and then meetings with the school and other agencies.

Punctuality

The school day starts at 8.45 a.m with a timed bell and restarts in the afternoon at 12.40. Registers will be taken in class at the start of these sessions. Registers will stay open in class until 8.55. After this time children will be late after the register has closed. If a child is late for school they should report to the school office. If a child is late persistently then a letter will be sent home. If punctuality does not improve then such lateness may be dealt with as an attendance issue.

Children coming in and out of school during the school day (including lunchtimes)

There are a variety of reasons why children leave the school during the school day and the school needs to keep a record of who is in school. A fire register is kept in each room and children leaving for appointments should be signed out and back in on this register. Older children should be made responsible for signing themselves in and out.

Lunchtimes- Children who go home for lunch should notify their teacher during registration. The teacher will keep a record of who is staying for lunch and who is going home.

Other Reasons- A child should be collected from the office and should be signed out by the adult who is collecting them. **NO CHILD WILL BE ALLOWED TO LEAVE THE PREMISES UNACCOMPANIED.** On their return they should go to the office to be signed back in. Older children may sign themselves back in.

La Houquette Leave of Absence



EDUCATION

A STATES OF GUERNSEY GOVERNMENT DEPARTMENT

Application for Leave of Absence

As a parent or carer, you should fill in this form if you want to take your child out of school during term for a family holiday or any reason not covered by the schools policy. The policy covers medical, interviews and representational situations .

After completing the form, please return it to the Headteacher of your child's school no less than 2 weeks before the date when you want the period of absence to start. Allowances will be made for unforeseen circumstances.

Family Holiday

The Headteacher may decide whether or not to authorise leave of absence for a family holiday. Parents or carers should not expect such leave to be authorised as of right. **The school's standard approach is that such leave will be unauthorized leave .**

Leave will not be authorised if it is applied for after the absence has taken place.

I request that (name of child):
be granted leave of absence from LA HOUGUETTE PRIMARY SCHOOL

from (date):
to (date):
in order to –

Signature of parent/carer:

Date:

