
Halesbury School sets targets every year for children's attendance. Attendance is monitored by the school governors and Local Education Authority.

All children who have consistently high attendance are rewarded in congratulations assemblies.

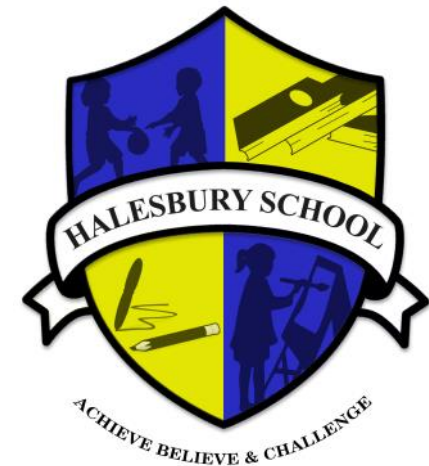
It is Halesbury's aim to support its families in order to achieve best outcomes for its children. This includes supporting our families to ensure that their children are in school and ready to learn.

Additional support is available to all our families through our Family Outreach Team. If you would like to know more about this or would like to access some support please contact our Family Outreach Team based at school.

If You would like a copy of the full Attendance policy Please contact school.

What to do if your child is unwell or has a medical appointment?

- Ring School to let them know your child is unwell and what they are unwell with. Please ring: 01384 81 8630
- If they are expected to be off for some time or you have been told by a Dr. they need to be off for an amount of time please tell school. If you are not sure how long they will be off please ring daily.
- It is a parent/carers responsibility to inform Transport if child is transported to school by Taxi. You can contact transport on: 01384 816972 to inform them of your child's absence
- If your child has an appointment please ring school and let them know as soon as you receive the letter. Please send the original or a copy of the letter into school. Originals will be sent home with your child. School will record the date and time of your child's appointment.
- Also If your child has an accident or injury at home please ring school and let them know.



Achieve, Believe, Challenge

Halesbury Attendance Policy Summary for Parent/Carers

Introduction

It is important to make sure all children come to school every day as long as they are fit and healthy enough to be in school.

Halesbury do their best to make sure that school is a happy and rewarding place for all of its children.

If children are prevented from coming into school for whatever reason school will provide support so that they are still able to access their learning.

What is an authorised absence?

This is when school records your child's absence due to a valid reason and they have been informed by the parent/carer as to why the child is not in school. For example the child is unwell or has a medical appointment.

Attendance is recorded daily in the morning and the afternoon.

If the child has a medical appointment parent/carers are asked to send a copy of a letter or the original so that the date and time can be copied and recorded by school.

Only school can make the decision if an absence is authorised. An absence will be unauthorised when a child is not in school without the permission of both the parent and school.

School will contact parent/carers if your child is absent from school and they have not been informed why your child is not in school.

Absences will not be authorised for holidays or day trips.

Requests for Leave of Absence

School does understand that there are times when a parent/carer may make a valid request for leave of absence for a special event. This may be a religious festival/funeral/ bereavement.



Long Term Absence

If your child has an illness that means they will be away from school for 5 days or more school will send work home so that your child can keep up with their school work.

If your child's absence is going to be for a long period or an absence that occurs frequently the school will contact the Cherry Tree Learning Centre who will be able to provide some tuition for your child outside of school.

Repeated Unauthorised Absence

If your child has repeated Unauthorised absences parents/carers will be asked to come into school to talk about the problem. If your child's attendance does not improve school will then contact the Local Education Authority who will visit the home to stress the seriousness of your child's absences. The Governors, supported by the