



## Attendance and Punctuality

**Good attendance and punctuality is very important if your child is to *learn and achieve* well. Long or frequent absences disrupt learning and it is extremely difficult to catch up on what has been missed. You have a legal duty to ensure your child attends school. Absence from school can really only be justified if s/he is ill.**

### Heathcote will ensure that:

- Students are registered accurately and efficiently
- Attendance targets are set for individual students, year groups and for the whole school
- Parents/carers are contacted when reasons for absence are unknown or unauthorised
- Student lateness and attendance is monitored regularly
- The school will intervene when it deems a student's level of attendance to be lower than the level required for efficient full-time education
- School attendance statistics are reported

### Students will be encouraged to:

- Attend school regularly
- Inform staff if there is a problem that may lead to absences
- Arrive at school on time every day, giving explanation if they are late for any reason
- Report to the school Attendance Panel if their level of attendance drops below that deemed necessary for efficient, full-time education

### Parents/Carers must:

- Encourage good attendance
- Inform the school on the first day of non-attendance giving suitable explanation and provide a letter explaining the absence on the student's return to school
- Discuss planned absence with the school in advance – Please contact the Year 7 Senior Learning Manager

If your child goes on holiday for more than 10 school days her/his place at Heathcote could be lost.

No child should miss school unless they are seriously ill.

### If your child has to miss school you must:

- If at all possible telephone the school office immediately on 020 8498 5110
- On the day s/he returns to school also give her/him a note stating clearly the reason for the absence.

Your child must arrive in school before the bell at 8.35am in the morning. If s/he is more than 10 minutes late we will expect you to give him/her a note stating the reason why.

**WARNING**  
Your child is unlikely to achieve if their attendance drops below 92%