



Olive School

Attendance and Punctuality

A Guide for Parents/Carers



***The school strives for 100% attendance for all students.
The whole school attendance target is 97%. If a student
achieves at least 97% attendance in one whole school
year, they will have missed less than 5 days from school.***

Excellent Attendance is Very Important

Evidence shows that there is a direct link between poor attendance and underachievement. Pupils not in school are more at risk of failing to achieve. We want your child to do the very best. That's why it's important you help us by ensuring your child is in school everyday. **The law requires that parents/carers ensure that their children attend school and are on time.**

Authorised Absence (including illness)

Children, like adults, occasionally fall ill. We do require you to follow the procedure however, to avoid the absence being recorded as unauthorised. You can do this by:

- Calling the school to report the absence by 9am on the first day of absence.
- Inform us of your child's condition (please don't just say they are ill– be specific).
- Give us an expected return date.
- Provide a written explanation (signed and dated) on their return. If you do not do this, there is a chance that the absence will be recorded as unauthorised.
- If your child is absent directly before or after a holiday, or for three or more consecutive days, you will need to bring in medical proof to support the absence (this can be in the form of a prescription, appointment card, doctor's note, actual (prescribed) medication etc.).
- We may conduct home visits where parents haven't followed the above procedure.



Unauthorised Absence

This is where your child has been absent from school and the absence has not been explained, or the Principal does not consider the reason for the absence to be acceptable.

The Education (Pupil Registration) Regulations 2013 states that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances (outlined below).

For unauthorised absence, you may be liable to be issued with a penalty notice (fine). The fine is £60 per parent per child if paid within 21 days, increasing to £120 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. **The Governing Body also reserves the right to remove your child from the roll of the school.** Please note that children have lost their place at our school due to unauthorised absence- you have been warned!

To avoid unauthorised absence, please arrange holidays/ leave outside of term time only. In an emergency, absence during term time may be authorised in exceptional circumstances (rare, significant, unavoidable and short). A 'Leave of Absence During Term Time Request Form' must be completed at least 1 month in advance where possible. Completing the form does NOT mean your request has been approved. You will be informed of the decision in writing.

Punctuality

For Years 1, 2 and 3, gates open at 8.15am and registration is at 8.25am. **We expect all pupils to arrive at the school by 8:25am.**

Reception children (who do not use the shuttle bus service) must arrive at HUTC (off Kingsland Rd) **by 9am.**

Parent Partnership

It is the aim of the school to support every student to have maximum attendance and thus to achieve their full academic and social potential through the school community. To realise this aim, the school will work in partnership with parents. Please don't be offended therefore, if we ask you probing questions about your child's attendance— we are here to help.

Rewards

Coming into school everyday isn't easy. That's why at the Olive School Hackney, we like to reward children who make the effort. We give them certificates, prizes, medals, trophies etc. for meeting our attendance target (at least 97%).

Our prestigious Mini-Baccalaureate award also requires attendance of least 97% over the whole of the key stage.

The table indicates how attendance is affected over a school year for each day missed.

Let's work together and aim for 100% attendance for your child!

Attendance	Missed Days (per year)
100%	0
98%	Less than 4 days
97%	Less than 5 days
95%	Less than 10 days
90%	20 days
85%	27.5 days
80%	37.5 days