
Attendance and Absence

Attendance is crucial to academic and life success and therefore all students should aim for 100% attendance in school. Missing days of school is costly as seven lessons a day equates to over five hours of your child's learning being missed and it is very difficult for them to regain this. The lower your child's attendance figure, the greater the chance they will fail to achieve their potential. For these reasons The Hurlingham Academy places a great emphasis on full attendance. Many children have lost an unprecedented amount of time in school due to COVID19 closures and strikes. It is important that they are not disadvantaged further.

First Day of Absence Calling

If your child is absent, please telephone the school office before 8.30 am on 020 7731 2581. On the day that a student returns to school, a note must be brought in to explain the absence. Any unexplained absence is recorded as an unauthorised absence. The academy is bound by DfE regulations and the DfE now regards all unauthorised absence as truancy, aided and abetted by parents/carers.

If your child is absent at morning registration and you have not called beforehand to explain the absence, Ms. Horne, our attendance officer, will contact you that morning to investigate the matter. This will ensure that the reason for the absence is known as soon as possible and alert you if your child is not in school when they should be.

Absence is classified as unauthorised in the following cases:-

- If the reason for absence is unacceptable to the academy.
- If the student does not bring a written explanation of absence from a parent/carer.
- If the student misses a lesson without the permission of the teacher.
- If the student leaves the school site without the written permission of a parent and a member of staff.



First Day of Absence Calling

Please be aware students who have a low attendance rate (i.e. below 90%) will be referred to the Education Welfare Service and parents may be prosecuted.

Attendance and Absence Continued...

Punctuality

All students should be in school by 8:25am. Students who arrive after 8.25am without a valid reason (i.e. because of a medical appointment) will sit a 45minute detention on the same day. Lateness to school is unacceptable as it disrupts the learning of the late child and their classmates. It also means the late child misses out on crucial information given to students at line up and in form time. If your child is consistently (more than five times) late in the morning, without a valid reason, you will be asked to come into the academy to have a punctuality review meeting with our attendance team.

If for any reason your child misses morning registration, they must sign in at reception on arrival at school to ensure we can account for their whereabouts.

Punctuality to lessons is also important, as lateness disrupts the learning of other students. A late bell, which sounds three minutes after the start of lessons, signifies when teachers should mark students as late. Two 'lates' in a week means your child will sit a detention on a Friday afternoon, run by a member of the senior leadership team. This is to help students understand the importance of punctuality and the value of their learning time.



Leave of Absence

If you need to request a planned absence for your child this must be done in writing to Ms. Quinton. Each request will be considered individually taking into account all the circumstances, particularly your child's current attendance figure. The Hurlingham Academy strongly discourages parents from planning holidays or other absence during term-time and we are unlikely to authorise this.

Please work with us and ensure your child has an attendance figure above 96% and therefore the best educational chances possible for future success.