



The Hundred of Hoo Academy

Attendance and Lateness Guidance for Parents and Carers



Every Academy Day Counts

This Guidance should be read in conjunction with the [Academy Attendance Policy](#)



Application for leave of absence

Amendments to the 2006 regulations, which came into power from the 1st September 2013, remove references to family holiday as well as the statutory threshold of ten Academy days within a year.

The amendments are clear: Headteachers **may not grant any leave of absence** during term time unless there are exceptional circumstances. Some examples of exceptional circumstances:

- A close bereavement in the family
- Attending a funeral
- Religious observance
- An organised activity the Academy agrees in advance

Applications for leave of absence must be made in writing to the Principal of the Academy using the College emails below. The Academy will also seek proof of any absence approved during term time as evidence for your child's attendance record (this would be supporting documentation).

athenaparent@hundredofhooacademy.org.uk

neptuneparent@hundredofhooacademy.org.uk

forestiparent@hundredofhooacademy.org.uk

Attendance and Fixed Penalty Notices

In the event of a child incurring 10 sessions/5 days of unauthorised absence (there are two sessions in any Academy day—am and pm registration) in a six week period the Academy will make a referral to Medway Council Attendance Advisory Service (AASSA) and a £60 penalty notice will be issued to each parent/carer.

Help and Support?

If you would like any help or advice regarding your child's punctuality or attendance please contact your child's College (Secondary) or Mr Etheridge (Primary). You can make an appointment by email or by telephoning the main Academy number 01634 251443 or the Primary Academy number 01634 257519.

What is Persistent Absence?

From September 2015 in line with new Government Guidelines a pupil will be defined as a 'Persistent Absentee' if they miss approximately 10% or more of all possible school sessions, any attendance that is 90% or below.

What are the effects of Persistent Absence?

There's a clear link between poor attendance at the Academy and low levels of attainment. Poor attendance can disrupt a pupils own learning and that of other pupil's. It has a damaging effect on a child's academic career in the Academy. Every Academy day counts, don't let your child miss out in the education they deserve.

100%	98%	96%	90%	84%	80%	74%
190 Academy School days a year	186 Days of Education	182 Days of Education	171 Days of Education	160 Days of Education	152 Days of Education	140 Days of Education
0 days off school in a year	4 days off school in a year	8 days off school in a year	19 days off school in a year.	30 days off school in a year.	38 days off school in a year	50 days off school in a year
			Statistics show that your Child would now be falling 1-2 grades below their potential.	Your child would have missed 6 weeks of schooling!	Statistics show that your Child would now be 2-3 grades below their potential.	Your child would have missed 10 weeks of schooling!
Amazing! Well done your attendance is right on track			Concerning You are now classed as a 'Persistent Absentee'		Serious Concern The Local Authority will be moving towards Court Action	

There are 175 non school days a year, families should use these days for holidays/trips to see relatives.

What does the law say about poor school attendance?

Unauthorised absence from the Academy can be a cause for concern in relation to child welfare and safeguarding.

Under section 7 of the Education Act 1996, parents and carers have legal duty to secure their child's regular and punctual attendance at school.

The Academy gives plenty of warning to parents and carers in regard to unsatisfactory attendance. However, should a child be persistently absent and if parents and carers are unable to provide valid reasons or proof, the Academy in conjunction with Medway Council Attendance and Advisory Service for Schools and Academies (AASSA) will intervene. In this instance, parents and carers could face a fine anywhere from £60 and up to £2,500 and/or two to three months imprisonment, under section 444 of the Education Act 1996.



Lateness

Primary Academy

Pupils are expected to arrive at the Academy at 8.40am.



Lateness	Comments	Code
Arrival between 8.50am and 9.00am	Registers are open so pupils who arrive during the registration period but with acceptable reasons for lateness are counted as present, but late.	L
Arrival after 9.00am	Registers are closed so pupils who arrive after close of registers with unacceptable reasons, absence is unauthorised. This then counts as one unauthorised session. <i>(10 unauthorised sessions may result in a referral to the AASSA and a fixed penalty notice).</i>	U

Secondary Academy

Pupils are expected to arrive at the Academy by 8.25am.



Lateness	Comments	Code
Arrival between 8.25am and 8:50am	Registers are open so pupils who arrive during the registration period but with acceptable reasons for lateness are counted as present, but late. Pupils who arrive after 8.25 but without an acceptable reason are given a same day detention at Lunch.	L
Arrival after 8:50am	Registers are closed so pupils who arrive after close of registers with unacceptable reasons, absence is unauthorised. This then counts as one unauthorised session. <i>(10 unauthorised sessions may result in a referral to the AASSA and a fixed penalty notice).</i> Pupils who arrive after 8.50 but without an acceptable reason are also given a same day detention at Lunch.	U