

Attendance

Hilton Primary Academy gives a clear, consistent message that 'Every Day Counts' and that high attendance is essential in order to meet the outcomes of Every Child Matters.

Lateness

Hilton Primary Academy recognises that lateness is not acceptable as it disrupts lessons and may lead to more serious absence. Punctuality is a life skill which must be taught and encouraged.

School gates will be closed promptly at 9.05am...parents arriving after this time should report to the main front office.

Following the DfE's guidance which states that schools should close the register to pupils 30 minutes after the start of the session, we will apply the following coding:

L - is used if a child arrives after the register has been completed, but within 30 minutes of the start of the school day.

Extended Leave / Holidays in Term Time

Extended absence from school can have a huge impact on a child's education. **The Academy will not authorise any holiday requests during school time.**

Unauthorised Absence

There are many absences that are not for an acceptable reason. The Principal may decide whether an absence is authorised or not.

Absences will not be authorised unless the parent provides medical evidence, e.g. an appointment card, recently prescribed medication etc.

Our Attendance Officer will contact the parents of the pupils who regularly have unauthorised absence in an attempt to improve attendance. If the school is unable to achieve this, the child and family will be referred and may result in legal interventions being taken to improve attendance.

Religious Observance

Hilton Primary Academy recognises the value of school attendance and of community cohesion. It is essential to take account of religious observance and the impact of its recognition on community cohesion when setting school holiday patterns.