



Higham Lane School is continuing to focus on attendance and punctuality and we are writing to remind you that we expect children's attendance to be 96%. There is a link between attendance and achievement and therefore it is very important that your child attends school every day unless there are *exceptional* circumstances.

Please find various information regarding the School, which we hope you find useful, and Leave of Absence information from the Warwickshire Attendance Service.

If your child is unwell please inform Student Services by 8.50am. You can also easily report your child's absence via the MyEd app. Your child's attendance can be viewed via the MyEd app by clicking the My Students icon at the bottom on the screen and selecting attendance. If you have any queries regarding MyEd, please do not hesitate to contact the School.

DOWNLOAD OUR
FREE APP
NOW!



PUNCTUALITY MATTERS TOO!

Good punctuality to both lesson and to school leads to higher levels of achievement. When students arrive late at school, they miss out on essential teaching and learning at the beginning of the school day. This can reduce achievement, regardless of a student's academic ability. Your child may also feel awkward arriving to the classroom where everyone is settled and students arriving late can disrupt the entire class.

Being 10 minutes late every day equates to over 30 hours, (approximately 6 days) of learning lost each year.

Students should be on the playground by 8.40am. Registration starts at 8.50am and all students are expected to be in their form rooms at this time. Students arriving after this time will be marked as late with an L code. Students arriving after 9.30am will be recorded as a U, as registers have closed. Students who arrive late will be given a 15 minutes breaktime detention. Persistent lateness will result in an after school detention as detailed in the Attendance Policy.

If students are late, they need to enter the School through Student Services to sign in.

Autumn Term

INSET Days: Monday, 2nd September,
Tuesday, 3rd September 2019

Students return to school: Wednesday, 4th
September 2019

INSET Day: Friday, 25th October 2019

Half Term: Monday, 28th October-Friday, 1st
November 2019

End of Term: Friday, 20th December 2019

Spring Term

INSET Day: Monday 6th January 2020

Students return to school: Tuesday 7th January
2020

Half Term: Monday 17th-Friday 21st February
2020

End of Term: Friday 3rd April 2020

The School Day

Registration/assembly: 8.50am

P1: 9.10am

P2: 10.10am

Break: 11.10am

P3: 11.30am

Lunch: 12.30pm

P4: 1.15pm

P5: 2.15pm

Dismissal: 3.15pm

Wednesday School Day

Registration/assembly: 8.50am

P1: 9.10am

P2: 10.05am

Break: 11am

P3: 11.20am

Lunch: 12.15pm

P4: 1pm

P5: 2pm

Dismissal: 2.55pm

LEAVE OF ABSENCE DURING TERM TIME UPDATED INFORMATION FOR PARENTS

The Supreme Court recently reached a decision in the case of *Platt v Isle of Wight Council* which has clarified the law on unauthorised leave, including holidays, during term time. The parents of children of compulsory school age are required to ensure that they attend school on a regular basis. The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

Head Teachers retain the ability to authorise leave in accordance with the Education (Pupil Registration) (England) Regulations 2006. When considering such requests for a leave of absence, the school are obliged to act within the law. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to the application. If the leave is granted, head teachers are able to determine the number of school days a child can be absent for.

It is for the Head Teacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. The school can only consider Leave of Absence requests which are made by the 'resident' parent.

Each application for a leave of absence will be considered on a case by case basis and on its own merits.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council

It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).

Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

Your child's progress academically as well as socially is our shared priority

Warwickshire Secondary School pupils recorded 10,017 half day sessions of absence due to holiday in the Autumn/Spring term during academic year 2017/18. This is an increase of 1,122 on the previous year.

REWARDS

Rewarding good attendance

Excellent attendance will be monitored and rewarded by the School. Rewards for attendance will be issued termly using the following two categories:

- Excellent Attendance: 100% attendance in a term = sticker worth 10 merits.
- Excellent Attendance: 100% in a year = certificate worth 30 merits

Students will receive the above in assembly or tutor time. There will also be a weekly attendance prize awarded to the form in each year group with the highest attendance for the previous week.