

Absence Procedures – what to do if your child is absent

If your child is absent you must:

- Contact us by 9.00am on the first day of absence. You can phone or email us using the details below or you can call into school and report to reception
- Contact us each subsequent day that your child is absent. It is important for us to maintain close contact with you over any continued absence.



Aconbury: 01432 341096
St. David's: 01432 274485



Aconbury:
ks3admin@hprs.hereford.sch.uk
St. David's:
ks4admin@hprs.hereford.sch.uk

If your child is absent we will:

- Text / telephone you on the first day of absence if we have not heard from you;
- If absences persist over time we will arrange a meeting with your child's mentor, Student and Engagement Lead and/or the Assistant Headteacher to discuss the situation and identify potential solutions
- In serious cases of persistent absenteeism we may have to issue a Penalty Notice.

Staying in touch—keeping contacts up-to-date

There are times when we need to contact parents/carers about lots of things, including absence, so we need to have your contact numbers at all times. Please help us to help you and your child by making sure we always have an up to date contact number – if we don't then something important may be missed. There will be regular checks on contact numbers throughout the year.

Lateness

If your child misses the start of the day they can fall behind with work and miss important information and news for the day. Late arriving students also disrupt lessons. Poor punctuality, therefore, is not acceptable.

How we manage lateness:

- The school day starts at **9.10am** and we expect your child to be in school at that time, unless your child has an agreed alternative start time.
- Registers are marked by **9.30am** and your child will receive a late mark if they are not in by that time.
- At **10.00am** the registers will be closed. If your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. If the problem persists this may mean that you could face the possibility of a Penalty Notice.

If your child has a persistent late record you will be asked to meet with their mentor, Student and Engagement Lead and/or the Assistant Headteacher to help resolve the problem. You can always approach us at any time if you are having problems getting your child to school on time.

Declaration

We have read the attendance guide and understand our responsibilities.

SIGNED:

(STUDENT)

SIGNED:

(PARENT/CARER)

VERSION: Sept 2026

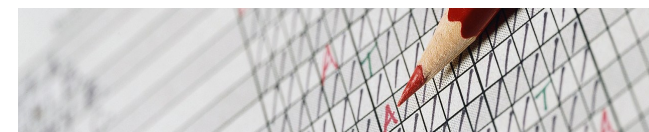


ST. DAVID'S
CENTRE

Our no-nonsense
guide to...

Attendance
2026-2027

and what
we can all expect



FIND US ONLINE AT:
www.hprs.hereford.sch.uk

Introduction

This is a successful pupil referral unit and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our students to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this leaflet sets out how together we will achieve this.

Why regular attendance is so important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at the Centre is your legal responsibility and, in fact, permitting absence from the Centre without a good reason creates an offence in law and can result in prosecution.

Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, carers, students and all members of school staff.

To help us all to focus on this we will:

- Report to you on how your child is performing in school, their level of attendance, whether there are issues with punctuality and how this relates to their attainments.
- Celebrate good attendance by celebrating individual achievements on a weekly basis.
- Reward good or improving attendance through certificates and trips out.

Understanding types of absence

Every half-day absence from school has to be classified by the Centre (not by the parents), as either authorised or unauthorised.

This is why information about the cause of any absence is always required, through a telephone call or email on the morning of absence.

Authorised absences

...are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences

...are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

Examples of unauthorised absence include:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which are never properly explained
- Students who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed.

Whilst students may be away from the Centre because they are ill, sometimes they can be reluctant to attend the Centre. Any problems with regular attendance are best sorted out between the Centre, the parents/carers and the child.

If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

School Attendance Targets

90%

The minimum level of attendance for St. David's Centre is **90% attendance** and we will keep you updated regularly about progress to this level and how your child's attendance compares. Our target is to achieve better than this because we know that good attendance is the key to successful education.

Holidays in term time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents/carers to help us by not taking children away in school time.

There is **no** automatic entitlement in law to time off in school time to go on holiday. All applications for leave must be made in advance and will only be granted in exceptional circumstances.

Full details of our policy and procedures are available from the centre, but it is important that you understand the circumstances when leave in term time may not be agreed by us:

- When a student is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during assessment periods e.g. GCSE, functional skills or any other public examinations.
- When a student's attendance record already includes a level of unauthorised absence.
- Where a student's attendance rate is already below (90%) or will fall to or below that level as a result of taking holiday leave.

Any period of leave taken without the agreement of the Centre, or in excess of that agreed, will be classed as unauthorised.

Please contact us or visit our website for a copy of our full attendance policy.