



ATTENDANCE POLICY

Harehills Primary School actively promotes equality of opportunity for all staff, governors, pupils and parents, creating a harmonious learning community where all can succeed

At Harehills Primary School we are striving to ensure that all children receive the best possible education. In order to achieve this it is vital that your child attends school EVERY DAY. If your child arrives after registration they will be marked late, this means that they should be in school by 8.50am.

If your child is ill or has an appointment that cannot take place out of school hours please let us know. You can do this by letter, telephone or in person at the school office. Mr Ali is responsible for attendance and will contact parents on the first day of absence to confirm the reason for absence if we have not been officially informed.

Exceptional leave in term time

The Government expects that parents will take their holidays during the approved school breaks. It should be noted that there are 175 days each year when your child is on holiday from school.

No child is expected to be absent from school on holiday during term-time.

Research has shown that an absence of 2 weeks results in a child falling behind by 1 term in relation to their progress.

If however, exceptional circumstances mean that you must take an extended holiday within school term time there is a form available from the office which must be filled in. Parents / Carers will then be invited to meet with the Headteacher and the Integrated Services Manager to discuss individual requests.

The school can hold your child's place on roll for up to 10 days maximum. After that time, your child's name will be taken off the register and a place may be offered to another pupil. Two days are allowed for observance of religious holidays. You will need to inform school if you plan to do this. If your child is absent for additional days due a religious celebration this will be classed as unauthorised absence.

Harehills Primary School's attendance policy is in agreement with the CHES schools policy.

C . H . E . S . S .

CHAPELTOWN & HAREHILLS EXTENDED SUPPORT SERVICES
MAKING THE RIGHT MOVES FOR OUR FAMILIES



Review date: December 2014