

## Attendance Policy – Guidance for Parents

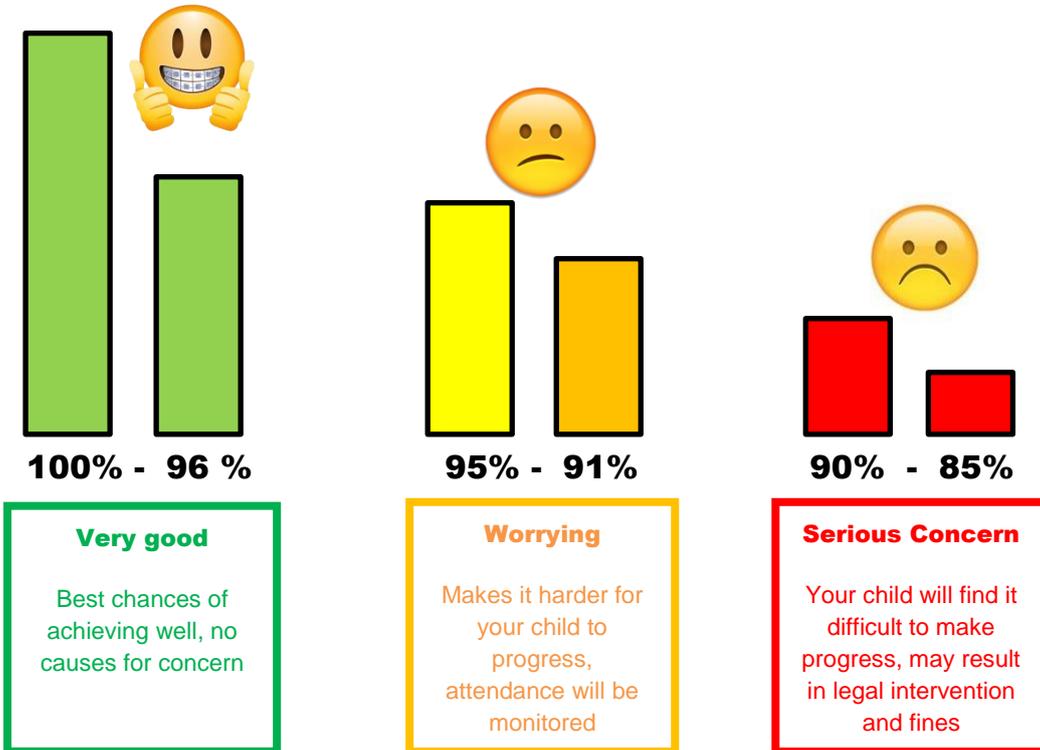


*Learn, Laugh and Love*

### Attendance Expectations

At **Harehills Primary School** we are committed to providing an education of the highest quality for all our children, and making a positive community where all pupils feel valued, welcomed and included. For our children to achieve their full potential we encourage parents and children to understand that every day counts, and by having excellent attendance and arriving at school on time, this will support their achievement. As a school we strive to achieve a goal of at least 96% attendance.

**Good attendance is being at school at least 96% of the year!**



Attendance Percentage	Weekly	Termly	Yearly
95%	¼ day	3 ½ days	10 days
90%	½ day	7 days	19 days
85%	1 day	10 days	29 days

**Days missed = Learning time lost**

#### As a parent –

- We expect your child to attend school every day and on time, and any issues preventing attendance are discussed with **a member of the Attendance Team.**
- If your child is going to be absent from school, we expect you to contact school before 9am on the first morning of absence.
- We ask that you inform school office of any changes to address or telephone numbers as soon as possible.

# Attendance Policy – Guidance for Parents



Learn, Laugh and Love

## As a school –

- Keep a regular and accurate register of your child's attendance.
- Contact you if your child is absent, and you haven't called to provide a reason. We may call you, or make a home visit.
- Monitor your child's attendance and send you half termly letters to notify you of their attendance percentage.
- Promote and encourage good attendance in weekly attendance assemblies.
- Reward children for good attendance.
- Display attendance figures in school for each class.
- Monitor absence, and call or invite you to a meeting in school, or visit you at your home if your child's attendance falls below 92%.
- Ask you to provide evidence if your child has a poor attendance record.

## Lateness

The class doors at Harehills Primary School open at **8.50a.m** and close at **9.00a.m**. If the doors are closed children must arrive through the main entrance.

All children who arrive after **9.00am** will be marked as late, late marks can lead to poor attendance. It is the parent's responsibility to ensure children are at school on time, if your child is persistently late you may be invited to a meeting to discuss this, or you may be issued with a penalty notice.

## Absence

If your child will not be attending school please inform the school by **phone on 0113 2350539** by 9:00am on the first morning of absence, or alternatively report absence directly to **a staff member in the school office**.

If no contact is made to school via telephone or at the school office to report an absence, **a member of the Attendance Team** will contact you by phone or will do or home visit to get a reason for absence. You may be asked to provide evidence for the absence.

Please note if your child's attendance is **below 92%** you may be contacted by **a member of the Attendance Team** even if you have informed school about your child's absence.

## Authorised Absence

An authorised absence is when your child has been given permission to be absent from school. Regular reasons for authorised absence are illness, medical and dental appointments, religious observance, exceptional circumstances and exceptional leave (see below). Authorised absence is at the Head Teacher's discretion and you may be required to provide school with evidence of the absence. Accepted evidence:

- Appointment card or letter
- Letter or note from GP
- Medication or prescription with correct name and dates
- Comment slip or receipt from the Pharmacy
- Notification from a medical professional

Routine doctor and dental appointments should be booked at the end of the day and during school holidays where possible. We know that sometimes you cannot choose hospital appointments, so please just make sure you only take your child out of school for the appointment and return them to school when they have finished. Your child may be marked as unauthorised for one of the sessions if your child was expected to return to school. Evidence should be provided for all scheduled appointments.

## Unauthorised Absence

An unauthorised absence is when no explanation for absence has been given to school, or if the reasons provided doesn't meet guidelines set out by the Department of Education.

## Attendance Policy – Guidance for Parents



It is important to note that it is the responsibility of the parent to ensure their child attends school regularly, and on time. Regular unauthorised absences can lead to a referral to the Cluster Attendance and Admission Lead regarding your child's poor attendance record. You may be asked to sign a parenting contract and asked to attend an attendance panel. Failure to improve your child's attendance and engage with the Attendance Lead will result in legal proceedings. If found guilty of failing to secure your child's regular school attendance you could receive a fine of up to £1000 and a criminal record.

### **Exceptional Leave – Need to go away?**

Department of Education states that **no child is expected to be absent from school on holiday during term-time.** We expect that parents will take their child on holiday during the approved school breaks. It should be noted that there are **175 days each year** when a child is on holiday from school.

In exceptional circumstances a Headteacher may permit up to 10 days authorised absence. Most authorised requests are based on a child having an excellent attendance record (**in most cases 96% or over**), but there can be a degree of flexibility dependent on the circumstances of the request.

If your child needs to leave the area or country and will miss school due to exceptional circumstances during term time, you **MUST** speak to **a member of the Attendance Team**, who you can request to speak to at the main office. All exceptional leave requests **MUST** be requested before the first day of absence. All parents who wish to request exceptional leave **will be invited to attend a meeting** before completing the form.

Requests that **MAY** be considered:

- Bereavement of a close family member
- Participation in a sporting event at city, regional or national level
- Recognised examinations for music or dance
- Other exceptional circumstances agreed on an individual basis by the Head Teacher

You will **NOT** be given permission for:

- Availability of cheaper holidays.
- If your child is in **Y1, Y2 & Y6**, as these are key year groups for statutory testing & assessment.
- Trips away e.g. (sporting or musical events, day trips, shopping).
- Taking a long weekend away.
- General family celebrations.

If you take your child **without permission** the following could happen:

- You could be referred to Leeds City Council School Attendance Service, and may be issued a fine on your return - **£60 per parent, £60 per child** (e.g. a family of 4, with 2 parents and 2 children would be fined a total of £240). If the fine is **not paid in 21 days** the fine will increase to **£120 per child, £120 per parent** (e.g. the family of 4 would now have a fine of £480). Failure to pay the fine can result in legal action.
- Your child could lose their school place at **Harehills Primary School**.

If your child is granted exceptional leave, your child must return to school on the agreed return date. If they do not we will have no alternative but to start proceedings, registering your child as 'a child missing education'. This could put your child at risk of losing their place in school.

***Harehills Primary School is part of the 2gether Cluster who have a collective agreement on their approach to attendance, based on local authority and DfE guidance.***