



HAVERIGG PRIMARY SCHOOL

ATTENDANCE POLICY

September 2022/23

Key daily timings:

8:50 to 9:00 – Register takes place

After 9:00 – Late mark in register

After 9:30 – unauthorised absence
for the morning session.

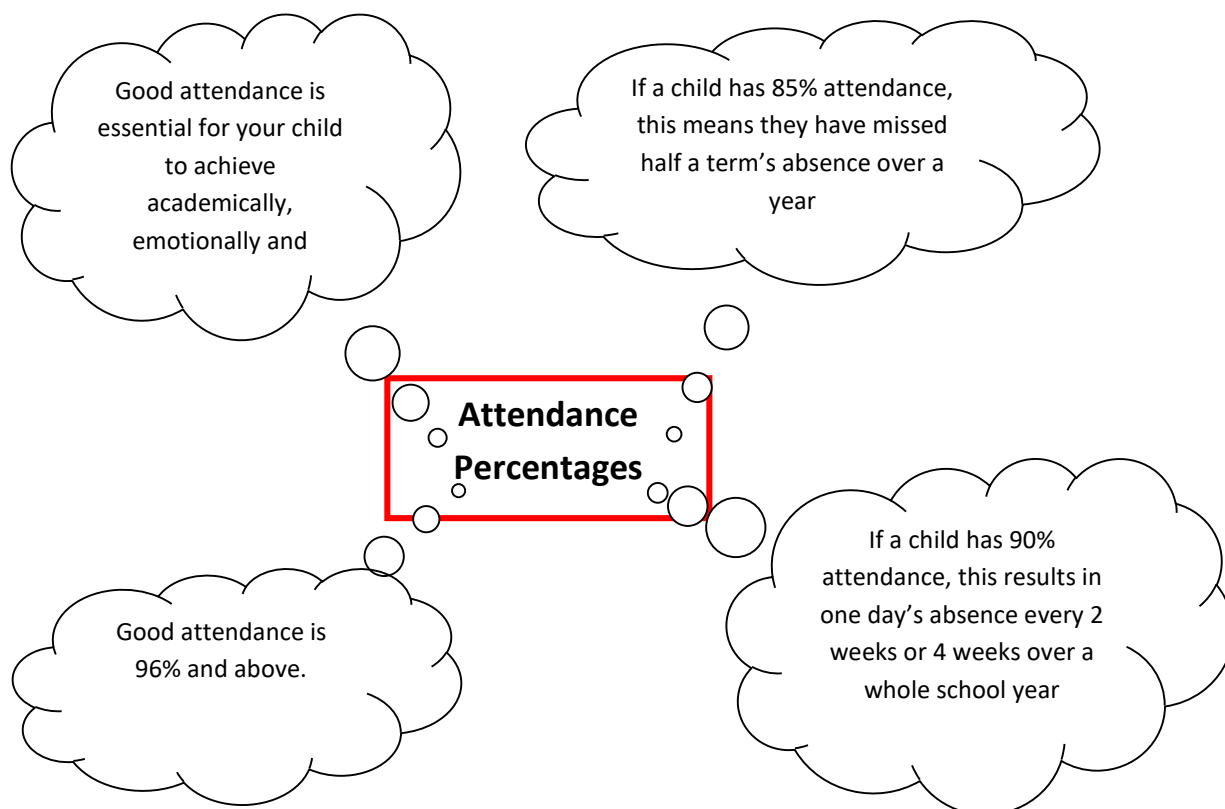
What is considered good attendance? Regular and punctual attendance is essential for effective learning, promoting positive relationships and developing good attitudes to education. A child's attendance at school is expected to be 96% and above. Anything that is below this needs to be addressed by school to ensure attendance improves. We need to ensure that all children attend school regularly as it is important for friendships and academic progress/success.

What is an acceptable absence? An absence is classified as authorised when a child has been away from school for a legitimate reason. Only the school can make an absence authorised. An absence is classified as unauthorised when the school believes a child is away from school without good reason. We understand that an absence maybe for a range of reasons including illness but it is very important that we are alert to any attendance that falls **below 96%**. **Below 90%** is classed as persistent absence and additional agencies may then be involved to ensure attendance improves.

We monitor attendance and send out letters to parents whose child's/children's attendance falls **below 96%** in the hope that this information will help improve attendance. Termly analysis will also be completed to support ongoing good attendance.

Unauthorised term time holidays are still the main reason for lower attendance and **you are strongly urged to avoid booking a family holiday during term time. Parents do not have any right or entitlement to take their child out of school for a term time holiday.** Following government guidelines, we can only grant leave for exceptional circumstances and each request will be judged individually.

Please note that unauthorised leave of absence could and is ever more likely to result in legal action and a Penalty Notice being issued. It is also important to note **that regular school attendance is a legal requirement and has to be taken seriously by all.**



Staff and parents will work together to ensure good attendance.

Parents will:

- Ensure that their child arrives at school on time;
- Ensure any child arriving after the start of school accesses school via the main entrance and signs a late register – giving a reason for the late arrival.
- Contact the school on the first day of any absence before 9.30am (reasons will only be accepted from parents/carers of child concerned).
- Contact the school in advance if their child will be absent for any reason (e.g. medical appointment);
- Ensure all contact details are up to date and provide at least 2 additional emergency contacts

School will:

- Take registration each morning and afternoon (2 sessions per day);
- Consistently record reasons for absence and indicate if absence is authorised or not;
- Record an attendance as 'late' after registration closes at 9:00am; (arrival after 9.30am is classified as an unauthorised absence for the morning session);
- Contact parents/carers on the first day of any absence if no reason is given by 10am.