

19th July 2023

Dear Parent/Carer,

At Haggonfields Primary School, we believe that pupils need to attend school every day so that they can take full advantage of the educational opportunities available. Poor attendance rates and persistent lateness undermines the educational process and leads to educational disadvantage. Children who attend school every day make better progress and have better life chances.

In total there are 175 non-school days a year. This gives families the opportunity to:

- Spend time together
- Go on family visits
- Go on holiday
- Go on days out
- Attend routine appointments

Attendance

- Every half-day absence from school has to be classified by the school as either authorised or unauthorised. This is why information about the cause of any absence is always required.
- 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.
- The senior leadership team are not authorised to permit a leave of absence unless it is for exceptional circumstances.

Absence procedures – Parental responsibility:

- Inform the school office on the first day of absence.
- Phone 01909 473992, e-mail office@hps.snmat.org.uk or call in person to the office indicating the reason for absence and the expected return date.
- If your child is absent for a number of days you should keep in regular contact with the school and for absences of more than three days, the school may request you provide medical evidence.
- If your child is unable to return on expected date, parents/carers need to inform the school office.
- Provide copies of medical appointment letters or cards.
- It is important that school has a minimum of **three** emergency contacts for your child. This should be updated with any changes as soon as possible.

Persistent absences:

- Initial issues are raised by phone call or letters to parents/carers.
- If absences persist, the parents/carers are invited to discuss support with the Heads of School.
- If this fails to achieve required improvements then the matter is referred to the Education Enforcement Department at Nottinghamshire County Council.

Holidays:

- Holidays are not permitted during term-time.
- Any period of leave taken without the agreement of the school will be classed as unauthorised and may attract sanctions such as a Fixed Penalty Notice.
- If you require a period of leave for your child please submit this request by completing a 'Leave of Absence' form and return to the school office as soon as possible prior to the leave. The form can be accessed from school or downloaded from the website.

Punctuality:

- Children that arrive late are likely to have missed the start of the lesson which makes it more difficult for them to learn as the lesson progresses.
- Late arrivals distract classmates and interrupt the teacher's lesson.
- Children that arrive late are likely to feel unsettled and are embarrassed to walk into class once it has started.
- Children that arrive late are developing bad habits. It sets up your child for the future, whether at primary school, secondary school, college or work. They could lose their place or job if they think it is acceptable to be late.

In September, the school doors will open at 8.35am and lessons will begin at 8.40am. The register is taken twice a day; once at the start of the morning session and once at the start of the afternoon session. Children will receive a late mark if they are not in class by 8.40am. The register officially closes at 9.10am, after which time pupils arriving without good reason will be marked as U which counts as an absence.

For any pupils where punctuality continues to be a problem, parents/carers will receive a letter or could be invited into school to meet with Heads of school.

Good school attendance enables children to feel confident and happy about their school work and activities they participate in. As a parent you can support your child to enjoy school life to the full by ensuring they attend school every day and on time.

Yours faithfully,

Mrs Godley & Mrs Grierson
Heads of School