# HARTSIDE PRIMARY ACADEMY

'Helping children progress and succeed'

**School Target: 97%**

**Everyday counts**

# Attendance Matters

## Attendance Ladder

| | | | |
|---|---|---|---|
| 100% | **0** days off school | **Super** | No action necessary |
| 99% | **2** days off school | **Excellent** | |
| 97% | **5** days off school | **Good** | |
| 95% | **10** days off school or frequent lateness | **Slight Concern** | Attendance notice letter |
| 90% | **20** days off school or persistent lateness | **Concern** | Formal attendance letter and formal consultation with parents – this may include setting targets, support with improving attendance, or a referral to the attendance improvement team, leading to legal action |
| 85% | **30** days off school | **Significant concern** | |

## Government Expectations

**Schools: promote good attendance** and **reduce absence, including persistent absence.**
To ensure every pupil has access to **a full-time education** to which they are entitled.
To **act early** to address patterns of absence.
**Parents:** to perform their **legal duty** by ensuring that their children of compulsory age**, attend regularly**
**Children:** All pupils to attend lessons and activities and be punctual.

## Absence Reporting

Contact the school office **(before 9am)** on the **first day** of absence. If this does not happen and we can't contact you, you child's absence will be recorded as unauthorised.
**Please keep school informed** on a regular basis if your child is absent for a long period of time.

## Lateness

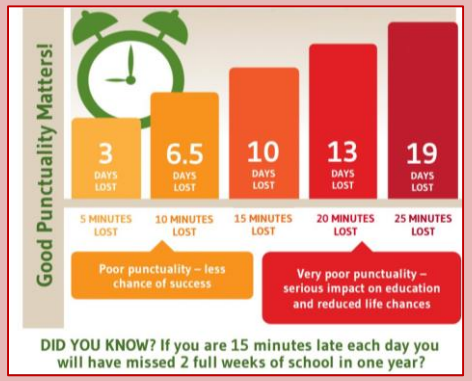
The school day will formally start at **08:45am**. At this time the children are **expected to be in their seats and ready to learn**. The school gates will open at **08:35am** and will remain open until **08:47am**. Anyone arriving after this time **must report to the school office** and be formally signed in and their lateness recorded. If a child arrives after the registers close at **09:00am**, they will receive an **unauthorised absence** mark.

## Leave of Absence

**Application forms are held in the office**. Please return to a member of the office team at least **two weeks before** the intended absence. Absence can only be granted in **exceptional circumstances - t**he HT cannot authorise any holidays. A holiday is not considered an exceptional circumstance. If you take your child out of school without school's permission, this will be **recorded as an unauthorised absence,** which could lead to a fixed penalty notice (fine).

## Persistent Absence

If your child's attendance falls **below 90%** this is considered by the government to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, this **may result in a referral to the Local Authority for enforcement action.**




## Absence of longer than 5 days

If your child is absent for longer than 3 days, you may be asked to provide **medical evidence** in the form of: an appointment card, prescription slip or letter.

## Medical Appointments

If it is at all possible, any appointments **should be made outside of the school day**. If this is not possible, you should aim for your child to miss the **minimum amount of school necessary**. If your child is well enough to return to school following the appointment, they should do so.

## Changes to fines for holidays

A fixed penalty notice may be issued if there are 5days/10 sessions of absence in a period of 10 school weeks.