

Great Hollands Primary School

Attendance Matters

Children are expected to attend Great Hollands at least **97%** of the time.



Attendance of 96% or above is regarded as good.



Attendance below 95% is a cause for concern and needs improvement.

Children with attendance below 90% are considered to be persistent absentees. They may be referred to the Educational Welfare Officer (EWO) and a fine may be issued.



Acceptable Reasons for Absence

If your child is unwell, a phone call or email must be sent to school for every day they are absent. Please provide the office with a **clear** reason for their absence, e.g. fever, flu or heavy cold, vomiting/ diarrhoea. Saying the child is unwell or sick is not enough information. Please contact the office to advise of your child's absence before 8.30am every day.

Patterns of Absence

If your child has:

- three or more 'odd' days absence in a term
- three or more episodes of illness in a term
- taken the same days off each week
- attendance below 96%

A meeting will be arranged to discuss improving attendance and an action plan put in place. If attendance does not improve, a referral to the Education Welfare Officer will be made.



Unauthorised Absences

The school will not authorise absences for:

- A child being tired
- Day Trips
- Holidays
- Birthdays
- Shopping
- Visiting relatives (including overseas)
- Parent/sibling illness
- Exceptional leave of absence longer than the duration originally authorised by the Headteacher.

Term Time Holidays

No permission for absence for a holiday

Permission for absence for a holiday, for travelling or to visit relatives will NOT be given under any circumstances. Families who do take holidays in term time will be issued with a fixed penalty notice.



Exceptional or Special Leave

In emergency, exceptional or special circumstances, parents and carers must make a request to the Headteacher for short periods of leave. These circumstances may include: the funeral of a close family member or a common religious festival such as Eid or Diwali.

Leave can only be authorised at the Headteacher's discretion.

Every Minute In School Counts!



**Be In SCHOOL
Be On TIME**

Being late means your child:

- MISSES important social time with their friends before school starts
- MISSES their Maths morning task
- MISSES vital information at the start of the lesson making it harder for them to learn

Learning starts for your child the moment they enter school!

Doors open at 8.40am and close at 8.50am giving plenty of time for your child to settle in their classroom before lessons start.

It's only five minutes late?

6 lates of 5 minutes add up to **30 minutes** of learning missed - every minute counts!

Help your child come to school on time...

- Get everything ready for school in the evening
- Have the same early bedtime routine every night
- Get up early every morning
- Eat a good breakfast
- Allow plenty of time for travel and parking

REMEMBER!

Every day at school is precious!

Missing school = Missing out.

Make the most of your child's education by bringing them to school every day!