



ATTENDANCE MATTERS AT HARTON PRIMARY SCHOOL

PUNCTUALITY IS KEY

Children should arrive at school between 8.40 AM and 9.00 AM. If you arrive after this your child will receive a late mark. If you arrive after 9.20 AM your child will receive an unauthorised absence (U) for that session.



Did you know that being 5 minutes late per day can result in missing 3 whole days of school across the year?

That's 13 and a half hours of learning.



FIRST AND THIRD DAY RESPONSE

If your child is going to be absent from school you **must** contact school by **9.30AM** at the latest by calling 0191 456 2150. If we do not receive a call by then, we will attempt to contact you via telephone and Marvellous Me.

If we have no reason for absence in 5 days the absence will be recorded as unauthorised (O). 10 of these unauthorised absences (O or U) will result in a referral being made to the Local Authority and you may be liable to receive a Penalty Notice Warning of up to £160 per parent per child. Three referrals of this nature in a three year period may result in court prosecution.

If your child is absent for several days and school has not been able to make contact, we may conduct a home visit. If after this we still have not made contact, we would have no choice but to report your child as missing.

Examples of Authorised and Unauthorised Absences

Authorised Absences:

- Genuine Illness
- Medical appointments
- Religious observance
- Bereavement
- Previously agreed circumstances

Unauthorised Absences:

- Visits to Relatives
- Holidays/Birthdays
- Tired or not wanting to come into school
- Getting up late and not coming into school
- Shopping or the hairdressers

NEED SUPPORT?

If you need advice, or require additional support with attendance and/or punctuality, please do not hesitate to contact the school office who will be glad to assist with any queries and make an appointment for you to meet with the appropriate person.

Tel: 0191 456 2150

Email: office@hartonprimary.co.uk

GOOD ATTENDANCE = GOOD ACHIEVEMENT

In order to ensure the best possible educational outcome for your child, we regularly monitor attendance. Missed days result in lost learning that will be very difficult to catch up on. This handy graph illustrates how much time your child may be missing from school!

