



HALLAM FIELDS JUNIOR SCHOOL ATTENDANCE POLICY

The children at Hallam Fields Junior School make good progress due to high-quality teaching and learning. Parents have an important role to play in this achievement; absence means your child misses part of the teaching and as they go through school the gaps in their learning builds up and puts them further behind. It is therefore vital that your child attends school regularly.

Attendance at school is a legal responsibility of all parents and absence without good reason will lead to prosecution.

ABSENCE PROCEDURES:

If your child is going to be absent from school for any reason you must contact school as soon as possible. If it is a medical appointment the school should be alerted the day before the appointment. Parents should try to make routine appointments after the end of the school day.

Absence for illness: Please ring school and leave your child's name, class and reason for absence by 9.30am. You should contact the school daily for each day of your child's absence.

Lateness: According to Department for Education guidelines; Arriving after 8.55am for years 4 and 6 and 9.00am for years 3 and 5 is considered late and your child will miss the important start to the day. Please make sure you come on time. The school bell is rung and the register is taken at 8.55am for years 4 and 6 and 9.00am for years 3 and 5, after this time your child is late. Registers are completed online and for the school office to access instantly, so if you arrive late please call in at the main office. After 9.00am in years 4 and 6 and 9.05am in years 3 and 5 (allowing time for coats and bags to be hung up and walk into class) a late mark (L code) will be included and after 30 minutes a late mark will be included in the unauthorised absence numbers (U code).

If lateness and absence are a regular pattern, you may be requested to meet the Headteacher / attendance officer to discuss the reasons or called to attend a pre-legal meeting. Regular absence may lead to an attendance monitoring period for your child, during which the school may request medical evidence for any absence during that period. We will help you all we can to ensure your child attends school.

Long term absence or lateness may lead to the issue of a penalty notice.

Persistent Absence: (Poor or irregular attendance)

The Government measures our school on attendance and the numbers of Persistent Absence pupils.

Whatever the reasons for absence, the Department for Education deems a pupil to be a persistent absentee if they have 10% or more absence (of any kind) on any given day of the school year.

100% Attendance	No days missed
97% Attendance	6 days missed (30 hours of lost learning)
95% Attendance	10 days missed (50 hours of lost learning)
90% Attendance	19 days missed (95 hours of lost learning)

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. The school monitors all absence thoroughly. Attendance data is shared with Governors, the Local Authority and the Department for Education.

In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Parents/Carers wishing to apply for leave of absence should fill in a request form (Appendix 1) in advance of making any travel arrangements. This form needs to be handed in 2 weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school. Parents/Carers may be asked to provide evidence to support their exceptional circumstances.

Parents/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with Attendance code G.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of the Education Act 1996.

There is no legal entitlement for leave in school time to go on holiday **and in the majority of cases holiday in term time will not be authorised.**

Summary

Hallam Fields Junior School, in line with every other school, has a legal duty to publish absence figures to parents and to promote attendance.

Parents and carers have a legal duty to ensure that their child attends school.

The Staff and Governors of Hallam Fields Junior School will work with all families to promote attendance to sustain the high level of attainment of all the children at the school.

This policy was approved by the full governing body on Thursday 10th September 2026 It will be reviewed bi-annually

Signed: Chair of governors



LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE – In August 2024, the School Attendance (Pupil Registration) (England) Regulations 2024 came into force. These regulations state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child(ren) Year Group
..... Year Group
..... Year Group

Childs' Address
.....

Name of Applicant(s) and Address (if different).....
.....
.....

I / We wish to apply for our child(ren) to be absent from school for **EXCEPTIONAL CIRCUMSTANCES** on the following dates.

From..... To.....

Total number of days our child(ren) will be absent from school

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

(Continue over the page if necessary.)

Signed (both parents if applicable) Date

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IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.