

ATTENDANCE MATTERS

Absences

If a child is absent from school, the parent/carer must provide a reason as soon as possible, the school will then decide if the absence is authorised or not. If a child is absent due to a medical appointment, parents need to provide the school with documentation. Please email: office@henrygreen.org.uk.

Why is attendance so important?

An essential part of a child's education is regular attendance. Children who attend school regularly are more likely to maintain friendships and enjoy wider activities of the school community. Parents and carers are required by law to ensure that their children of compulsory school age attend school.

Emergency Leave Of Absences

Parents and carers must request any leave of absence in advance. The school can only authorise an emergency leave of absence if there are exceptional circumstances relating to the request.

If you require your child to have an emergency leave of absence from school, please complete the online form - the link is below. We will also be making this link available on the school website:

<https://forms.office.com/e/h8KMHuUjP>.



Penalty Notices

When a child does not attend school regularly and or all the majority of absences are unauthorised, legal action can be taken against the parent or carer. This can be in the form of a penalty notice or summons to court.

Penalty notices can be issued if there have been 10 or more school unauthorised sessions which equates to 5 school days.

If a penalty notice is issued the parent/carer will have to pay £80 if this is not paid within 21 days it will rise to £160.

Punctuality

For all year groups, (apart from the Nursery) lessons start promptly at 8.50 am. Doors are open from 8.40am. Lateness is classed as any child coming into school after 8.50 am and doors are closed at this time. All children arriving after 8.50 am must report to the office where their parent/carer should provide an explanation as to why they are late. Our registers shut at 9.30am and any children that arrive after this time will get a U code in the register, which will be treated as an absence.

The afternoon session starts at 1:00pm for KS1 and 2pm for KS2. School finishes at 3.20pm and parents/carers are expected to collect their children promptly. If children are collected after 3.30, parents will be asked to give a reason to record in our late collection register. Persistent late collection after school may also result in a referral to Children's Services where appropriate.

Where children have persistent lateness the Attendance and Wellbeing Officer (Ms. Ross) will invite the parent/carer into the school to a meeting. If there is no improvement in punctuality the matter will be referred to the LA Attendance Officer.