



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

Policy: Attendance – Main School

Member of Staff Responsible

K Smith

Approved by Full Board on:

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1. Introduction

Harrogate Grammar School is committed to maximising educational opportunities and achievement for all students. For students to gain the best from their time at Harrogate Grammar School, it is vital that they achieve excellent attendance and punctuality. We strive for 100% attendance for all students unless the reason for the absence is unavoidable. The school actively promotes excellent attendance and discourages absence. 90% attendance sounds good on the surface, but this is half a day missed every week.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, schoolwork and friendships easier to cope with
- Regular attendance helps with mental health and wellbeing
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.
- Being on time is also vital, as lateness can be disruptive for the student, the teacher and for other students within the group. (DFE – Department for Education).
- Excellent attendance and punctuality prepares students for adult working life

Students with no absence are 2.2 times more likely to achieve 5+ GCSEs (grades 4+) and 2.8 times as likely to achieve 5+ GCSEs (grades 5+) or equivalent including English and maths, than students missing 15-20% of KS4 lessons.

2. Aims

We are committed to meeting our obligations with regards to school attendance including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance by encouraging, recognising and celebrating good attendance and ensuring that attendance at school is viewed positively.
- Reducing absence, including persistent and severe absence
- Investigating individual absences and ensuring that students and parents are clear that unauthorised absences are not acceptable.
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend school to help them overcome problems, which may prevent students from attending regularly.
- Promoting and supporting punctuality in attending school and all lessons.

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3. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil](#)
- [Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Only the school, and not parents/carers, can decide whether or not to authorise an absence even if you send in a note or leave a message. This is written down in the Education Registration Regulations 2006. Parent/carers are responsible under the Education Act 1996 for ensuring their child's full and regular attendance at the school while they are of compulsory school age.

4. Safeguarding

Harrogate Grammar School is committed to safeguarding and promoting the welfare of all its students. Each student's welfare is of paramount importance. We recognise that some students may be especially vulnerable. If your child does not attend school regularly, they may be at risk of harm. Safeguarding the interests of each child is the responsibility of everyone and within the context of the school, promoting the welfare and life opportunities for your child encompasses attendance, behaviour management, health and safety and access to a broad and balanced curriculum. Students may be at risk of harm if they are not in school regularly. Learners who are missing from school are at significant risk of being victims of harm, exploitation or radicalisation, underachieving, and becoming NEET (not in education, employment or training) later in life.

If a student is unexpectedly absent from school, all efforts will be made to assure their whereabouts and welfare as quickly as possible. Often this will be achieved via a call home but sometimes this may require a home visit that confirms the child's whereabouts. The Headteacher will not accept anything short of a definitive confirmation of the child's whereabouts

5. Roles and responsibilities

Parents/Carers are responsible, in law, for ensuring the regular and punctual attendance of their children. We ask them to familiarise themselves with the Attendance Matters leaflet (Appendix 1) and to work closely with the school to overcome any problems which may affect a student's attendance and welfare.

At Harrogate Grammar School we encourage and value high attendance rates. However, the school will recognise the external factors which influence student attendance and will work in partnership with parents/ carers, the Attendance Manager and other relevant services to deal with any issues. The school will take a proactive approach in the promotion of good attendance, by defining expectations, with students and their parents/carers and will provide an effective and efficient system for monitoring attendance in accordance with the legal requirements.

5.1 Local governing body responsibilities

Acknowledging that regular, uninterrupted attendance is vital to the student's educational progress, the local governing body is responsible for:

- Setting high expectations of all school leaders, staff, students and parents/carers
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Sharing effective practice on attendance management and improvement across schools within the Trust.
- Holding the headteacher to account for the implementation of this policy

5.2 Headteacher responsibilities:

- Actively promote the importance of excellent attendance to students and families
- Monitoring school-level absence data and reporting it to governors
- Issuing fixed penalty notices, where necessary authorising the attendance officers to be able to do so
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a student's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of students who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of students who the school believes will miss 15 days consecutively or cumulatively because of sickness

5.3 Designated senior leader responsible for attendance responsibilities:

The designated senior leader (also known as the 'senior attendance champion') is responsible for leading on:

- Championing and improving attendance and processes across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Liaising with students, parents/carers and external agencies, where needed.

The designated senior leader responsible for attendance is Kristin Smith.

5.4 Attendance Staff:

- Actively promote the importance and value of excellent attendance to students and their parent/carers
- Monitor attendance and attendance regularly.
- Follow up on unexplained absence
- Communicate effectively with parents to discuss attendance and barriers to attendance
- Benchmark attendance data to identify areas of focus for improvement
- Provide regular attendance reports to pastoral staff and report concerns about attendance to the designated senior leader responsible for attendance.
- Support the Local Authority Officer to improve attendance.
- Advise the headteacher/deputy headteacher (authorised by the headteacher) when to issue fixed-penalty notices

5.5 Class teachers and form tutors

- Actively promote the importance and value of excellent attendance to students and their parent/carers
- Record attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information via Arbor
- Discuss absence from lessons at parents' evenings.

5.6 Parents'/Carers' Responsibilities:

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with.

By law, all children of compulsory school age (between 5 and 16) must receive a suitable, full-time education. Until the age of 18, a student must stay in full-time education for example at a school or college, start an apprenticeship or traineeship. As a parent you are legally responsible for making sure that this happens, either by registering your child at a school or by making other arrangements which provide a suitable full-time education. Once your child is registered at a school you are legally responsible for making sure he or she attends regularly. If your child fails to attend regularly – even if they miss school without you knowing – the Local Authority may take legal action against you.

- Parents/Carers must ensure that their child arrives at school in time for the start of registration at 8.50 am.
- Parents/Carers should ensure that, if their child is to be absent from school for any unavoidable reason, such as sickness, they must contact the school by 9.00 am or as soon as is reasonably possible, on the first morning of absence by phone or via StudyBugs. The school should be made aware on a daily basis of any absence.
- When the student returns from absence the parent/carer must send an email stating the dates of absence and the reasons for absence.
 - Provide the school with more than one emergency contact number for their child
 - Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours.

- Inform the school of any change in circumstances that may impact on their child's attendance.
- Seek support, where necessary, for maintaining good attendance, by contacting the relevant head of year, or the attendance team
- Avoid taking their child out of school during term-time
- Encourage routine at home, for example, bedtimes, homework, preparing school bag and uniform the evening before
- Support the school; take every opportunity to become involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Keep to any attendance plans that they make with the school and/or local authority

5.7 Students responsibilities

Students are expected to:

- Attend school every day, on time
- Attend every timetabled lesson, on time

6. Recording Attendance

We will keep an electronic attendance register and place all students onto this register.

- The law requires the register will be taken twice a day – at the start of the morning session and in the afternoon session. At Harrogate Grammar School this is at 8.50am closing at 9.20 and 1.45pm at the start of period 5 ending at 2.15. Students arriving after these sessions will be marked with a U which is a absence mark
- Students are expected to arrive on site by 8.40 am in-order to be ready for the start of registration at 8.50 am.
- Students are registered at the start of every lesson each day.
- The register is marked using the DfE Attendance and Absence Codes (see Appendix 1).
- Guidance on applying the Education (Pupil Registration) Regulations 2006 can be found in 'Keeping Pupil Registers' published by the DfE.

6.1 Unplanned absence

The students parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am, or as soon as practically possible, either through the attendance app StudyBugs, or by phoning the attendance number on 01423 535635

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness. We will not authorise more than 5 days absence, where the absence is longer than 5 days, or there are doubts about the authenticity of the illness in stopping the child from attending school at any point, the school will ask for support evidence such as, a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. This will be reviewed on a case by case basis where the attendance team will work with parents.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this.

6.2 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment.

We ask that medical appointments are made outside school hours. Please could parent(s) /carer(s) contact hgsattendance@hgs.rklt.co.uk or 01423 535635 to advise of any appointments in advance. If a student is likely to miss registration, please call or email on the morning of the appointment.

For any appointments that require the student to leave school during the school day – parent(s) /carer(s) need to contact school as above.

Students **must** sign out at Student Reception. If they return to school later on the same day, then they must sign in again at Student Reception.

The student's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence and at least 14 days before.

6.3 Approval for term-time absence

The headteacher will allow students to be absent from the school site only for certain educational activities.

The headteacher will only grant a leave of absence to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). A leave of absence is granted at the headteacher's discretion. Leave of absence will not be granted for a students to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is very unlikely a leave of absence will be granted for the purposes of a family holiday. Any holidays are expected to be taken as part of the 176 days available outside term time.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background/context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 14 days before the absence, and in accordance with any leave of absence request form, accessible via <https://www.harrogategrammar.co.uk/for-parentscarers/absence-and-attendance/planned-absence-form/>

The headteacher may require evidence to support any request for leave of absence. Parent/carers who wish to apply for a leave of absence due to exceptional circumstances must complete a form from the attendance office. This should be handed back to the attendance office at least 3 weeks in advance of the proposed absence. If a students is over compulsory school age (e.g. sixth form), leave can be requested or agreed by the students or a parent they normally live with.

6.4 Holidays in term time/Penalties

If parent/carers take their children out of school without first seeking the school's permission or take their children out after permission has been denied, could receive a penalty notice. The national threshold for considering a penalty notice has been met this is 10 sessions, (there are 2 sessions in each school day), of unauthorised absence in a rolling period of 10 school weeks. Decisions will be made on an individual, case-by-case basis.

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent(s) must pay £80 per parent per child within 21 days, or £160 within 28 days. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If a **second** penalty notice is issued to the same parent(s) in respect of the same student(s), the parent(s) must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

6.5 Lateness and punctuality

The school gates close at 8.50 am. Any student arriving after 8.50am will need to sign in at student reception with the member of staff on duty. They will be given a late mark. Any student that arrives persistently late in a week will receive a lunchtime detention or a 1hr afterschool detention. In short, punctuality is key. Parents/carers will be informed of the late detention via a message on Class-Charts. Students may be placed on punctuality report and parents may be required to come into school to discuss the issues and any barriers to arriving on time. Records will be kept of students that are late.

- Any student that arrives after the registration close at 9.20am will be marked as a U code which if persistent, may result in a fine by the Local Authority.

6.6. Following up unexplained absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will follow the unauthorised attendance procedure – see appendix three:

- We take our safeguarding responsibilities very seriously and if a student is absent at morning registration without contact from a parent/carer to explain the absence, the school will contact parents/carers to inform them of their child's absence.
- The attendance team/Year Managers will contact parents/carers in the first instance. An email will then be sent to parents/carers if no contact can be made.
- Parents/carers can utilise the school absence email, class StudyBugs or the attendance school phone number.
- The attendance team/Year Managers/Safeguarding team may carry out a home visit to ascertain the reasons for absence and confirm there are no safeguarding issues.
- All absence notes will be retained.
- Where a student's absence is cause for concern, the school will write to parents/carers and/or invite the parents/carers into school to discuss an attendance plan to support improvement.
- Where relevant, report the unexplained absence to the student's youth offending team officer/social worker
- Identify whether the students needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: families may be issued a notice to improve, penalty notice or other legal intervention (see section 7.2 below), as appropriate.

6.7 Reporting to parents

The school will regularly inform parents/carers about their child's attendance and absence levels via school reports. The child's attendance is also available daily on the parent Arbor portal.

7. Persistent Absence

A student becomes a Persistent Absentee when they miss 10% of their schooling across the academic year for whatever reason. Severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and cooperation to address this. Any student whose attendance has reached the PA threshold (less than 90%) or is at risk of moving towards that threshold is given priority for intervention. Intervention may be via:

- Our Graduated Attendance Strategy being initiated (See appendix 2)
- An attendance contract to improve attendance, following a meeting between relevant School staff and parents/carers
- Where parents/carers fail to co-operate with support and strategies provided by the school, further advice may be sought which could lead to legal sanctions being imposed.
- Persistent Absence data is communicated to the Local Authority via the School Census on a termly and annual basis.

7.1 Re-integration following Long-term Absence

Where a student has been absent for a prolonged period of time, perhaps due to illness, the school will:

- Welcome the student back to the school and value their return.
- Provide support for the student in consultation with parents/carers to enable a successful return to the school.
- Ensure that all relevant staff are informed of the circumstances.
- Work with other agencies, where appropriate, to ensure a successful outcome.
- Consider a personalised programme of return, if appropriate.
- Nominate a key member of staff to monitor and review the student's return.

8. Strategies for promoting attendance

Celebrating Success:

- It is the belief that all students are more likely to attend regularly if the curriculum is engaging and personalised to meet their needs. The curriculum is monitored and revised on an annual basis so that it meets the ability needs of all students.
- Students are made aware of their attendance levels and where appropriate how to improve them.
- Students whose attendance falls below 95% will be set targets for improvement and progress towards these targets will be regularly reviewed, parents will (where appropriate) receive communication about concerns and may be invited into school to discuss an attendance plan to support improvement.
- The school promotes and rewards excellent attendance and punctuality through assemblies, commendations and awards.
- Attendance initiatives and challenges run regularly such as attendance streaks.
- Prizes are awarded to students who have 100% attendance during the five years at Harrogate Grammar School.
- Positive alerts home for students who have had attendance that had dipped below 95% but it has risen above again.
- Parents/carers are encouraged to contact Heads of Year or the Attendance Team at any time to discuss their child's attendance.
- Students with broken weeks attendance will be put on a monitoring list and supported to come to school every day.
- Students who have been absent for extended periods of time will be supported as appropriate to re-integrate back into the school.
- Effective links are made with primary schools to facilitate the smooth transition to Harrogate Grammar School.

9. Attendance Data and Targets

- The school target is 97% attendance.
- The target for all students is to strive for 100% attendance. Only by achieving full attendance can students expect to achieve their full potential.
- Attendance data will be collected and analysed and used to inform the school's attendance practices and interventions.
- Individual student data will be analysed and monitored to enable early intervention.
- Attendance data is available daily to the Trust.
- Attendance data and persistent absence data is communicated to the Local Authority.
- Registers are legal documents; regulatory requirements placed on schools regarding the keeping of registers are to be found in the Education (Pupil Registration) Regulations 2006.
- The school works in partnership with the Local Authority to ensure that parents/carers fulfil their responsibility in ensuring regular school attendance – See school attendance support pathway
- Our aim is to avoid legal intervention, wherever possible and we encourage parent/carers to contact us at the earliest opportunity to discuss any attendance concerns

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

10. Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

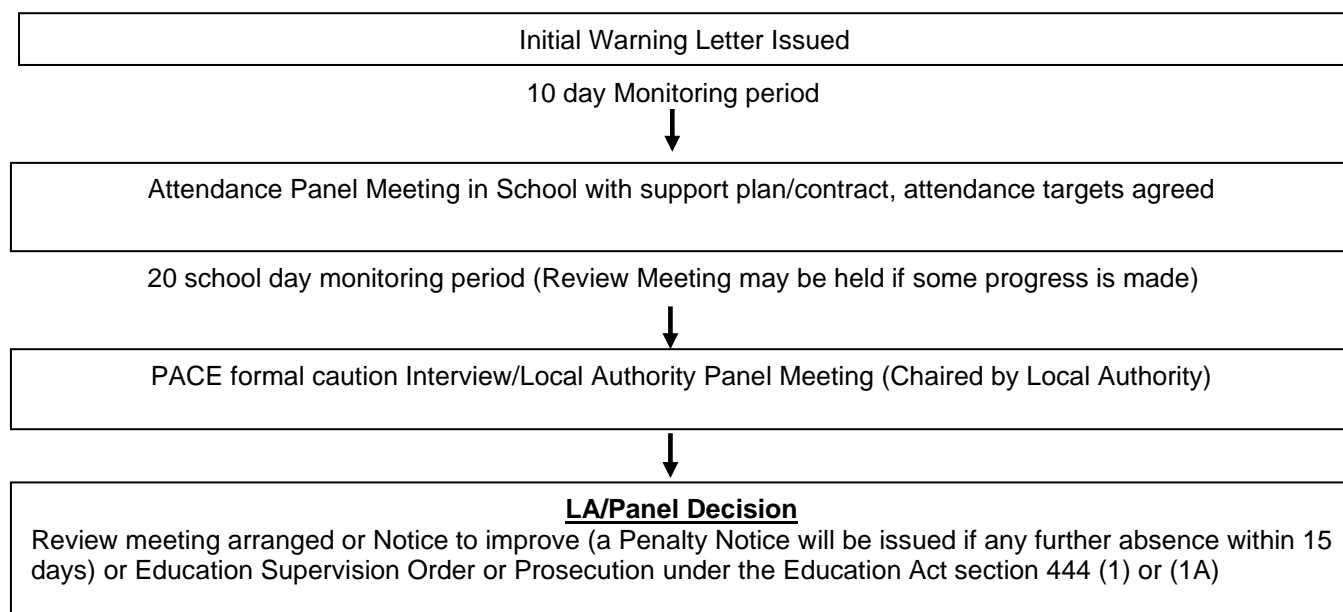
This policy links to the following policies:

- [Safeguarding policy](#)
- [Respectful Relationships and Behaviour policy](#)

Appendix 1 – DfE register codes

CODE	DESCRIPTION	MEANING	FOR STATISTICAL PURPOSES
/	Present (AM)	Present	
\	Present (PM)	Present	
B	Attending any other approved educational activity		
C	Leave of absence for exceptional circumstances	Authorised absence	
C1	Leave of absence for exceptional circumstances (Performance or Employment)	Authorised absence	
C2	Leave of absence for part-time timetable		
D	Dual registration (i.e pupil attending another establishment)	Not counted in possible attendances	
E	Suspended or permanently excluded (No alternative provisions provided)	Authorised absence	
G	Family Holiday (not agreed or days in excess of agreement)	Unauthorised Absence	
I	Illness (not medical or dental appointment)	Authorised absence	
J1	Leave of absence for interviews (for employment or another educational institution)	Authorised absence	
K	Attending education provisions arranged by local authority	Approved Education Activity	Counted as physical present
L	Late (before registers closed)	Present	
M	Medical/dental appointments	Authorised absence	
N	No reason yet provided for absence	Unauthorised Absence	
O	Absent in other or unknown circumstance	Unauthorised Absence	
P	Approved Sporting Activity	Approved Education Activity	Counted as physical present
Q	Unable to attend due to lack of access arrangements	Authorised absence	
R	Religious observance	Authorised absence	
S	Study leave	Authorised absence	
T	Traveller absence	Authorised absence	
U	Late (after registration closed)	Unauthorised Absence	
V	Educational visit or trip	Approved Education Activity	Counted as physical present
W	Work Experience	Approved Education Activity	Counted as physical present
X	Non-compulsory school age absence	Not counted in possible attendances	
Y1	Unable to attend due to lack of transport	Not counted in possible attendances	
Y2	Unable to attend due to widespread disruption to travel	Not counted in possible attendances	
Y3	Unable to attend due to part of the school premises being closes	Not counted in possible attendances	
Y4	Unable to attend due to whole site being unexpectedly closed	Not counted in possible attendances	
Y5	Unable to attend as pupil is in criminal justice detention	Not counted in possible attendances	
Y6	Unable to attend in accordance with public health guidance or law		
Y7	Unable to attend due to unavoidable cause (affecting pupil)	Not counted in possible attendances	
Z	Pupil Not yet on role	Not counted in possible attendances	
#	Planned whole school closure	Not counted in possible attendances	

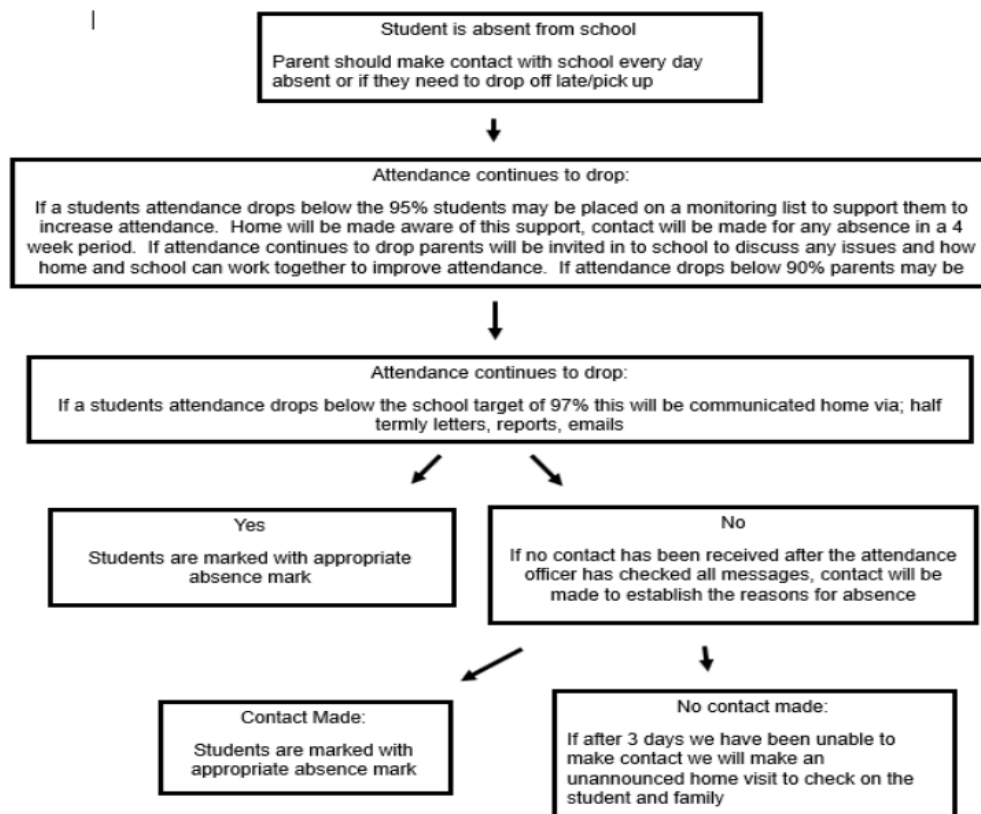
Appendix 2: School Attendance Support Pathway (Fast Track)



If at any stage in the above procedure your child's attendance improves significantly, the school will not proceed to the following stage. (Normally 95% and above during the monitoring period).

However, your child's attendance will continue to be monitored by Harrogate Grammar School and should there, at any time in the future, be any further concerns, the above procedure will be continued onto the next stage or recommenced from the first stage, depending on the situation.

Appendix 3: Unauthorised absence procedure:



Attendance Level	100%	97 - 99%	96%	91 - 95%	90% and below
What does this mean?	Your child has the best possible chance of succeeding at school	Good chance of achieving target grades. Small gaps in learning may be evident	Although above 95% your child will have some lost learning from missed lessons	Your child will have significant lost learning potentially affecting their achievement, progress and friendships	Your child is 'Persistently Absent'. Persistently absent children statistically do not do as well academically
What will happen as a result?	Your child will be recognised in school assemblies with certificates	Your child will be recognised in school assemblies	Your child's attendance will be monitored as this is the minimum attendance level	Your child's attendance will be monitored closely and absence will not be authorised without medical appointment cards. Your child will be placed on the most-likely list for 4 weeks	You may be asked at home by the Attendance/Year Manager. The Attendance Partnership may be initiated and you will be invited into school for a School Attendance Panel. A plan may be initiated or Legal Action started
What do I need to do?	Keep up the good work	Only book medical appointments outside of school hours where possible. No term time holidays	All appointments out of school hours. No term-time holidays. Do not leave your child off unnecessarily, we will contact you if your child needs to come home	All appointments out of school hours. No term-time holidays. Do not leave your child off unnecessarily, we will contact you if your child needs to go home. Bring in appointment cards for all medical appointments that cannot be moved. Request a meeting if you are concerned with your child's attendance	Attend a meeting at school to discuss attendance. Contact school for support and advice. Work with the Attendance/Year Manager to improve your child's attendance. Engaged in any support offered

Where can I go if I am concerned about my child's attendance?

Year 7 Manager - Mrs Oliver x 7050
 Year 8 Manager - Mr Inglis x 7046
 Year 9 Manager - Mrs Ellenthorpe x 7051
 Year 10 Manager - Mr Thuley x 7458
 Year 11 Manager - Mrs Wilkinson x 6540
 Sixth Form—Mrs Warren, Mrs Armstrong
 Turner, Mrs Ingleton

Attendance & Wellbeing Support Worker

Mrs Lightbody 01423 535645

Student Attendance Office

01423 535635

HGSAttendance@hgs.rklt.co.uk



Harrogate Grammar School, Arthurs Avenue,
 Harrogate, North Yorkshire HG2 0DZ

Tel: 01423 531127

HGSAttendance@hgs.rklt.co.uk

www.harrogategrammar.co.uk



Attendance Matters

Securing good attendance at school is a key feature in ensuring a child's success

Our Expectations

At Harrogate Grammar School we are striving for excellence and expect high levels of attendance and punctuality from all our students.

A target of 100% attendance is expected unless students have genuine reason for absence such as illness or exceptional circumstances.

There is a clear link between attendance and attainment at school.

Parents/carers are asked to contact school as soon as possible and before 9:00am if a child is to be absent from school stating the reason for absence, daily contact is required to keep us informed of progress.

Out of school hours, parents/carers can leave a message on the school absence messaging service or via [StudyBugs](#).

It is at the discretion of the Headteacher for any absence to be authorised and we request that any absence of 5 days or more on medical grounds is authenticated by a letter from your GP.

Any student who is absent without us being notified will be followed up on a daily basis as a Safeguarding precaution. Contact will be sent to parents/carers to inform them if a student has not registered at school.

Any student with attendance below 97% is a concern and all students with an attendance rate below 90% will be added to the school monitoring system and offered individualised support. You will be informed of any concerns.

We are here to support you and your child

What is a Persistent Absentee?

A persistent absentee is defined as missing 10% or more of the available sessions. Therefore their attendance is less than 90%.

If a student becomes a persistent absentee, the school will discuss this case with the Attendance and Wellbeing Support worker and a referral will be made. There is a statutory duty to follow up and act where a student's attendance figures are less than 90% in any one academic year.

Raise Your Child's Attendance, Raise his/her Chances!

Attendance over the whole year	= days missed	= weeks missed	Number of lessons missed	Absence over 5 years
95%	10 days	2 weeks	58	¼ year
90%	19 days	4 weeks	110	½ year
80%	38 days	8 weeks	220	1 year
70%	57 days	11.5 weeks	330	1 ½ years
60%	80 days	16 weeks	464	2 years
50%	100 days	20 weeks	580	2 ½ years

What can I do if my child doesn't want to attend school?

- Talk to your child to establish what the problem might be, let us know and we will request support from the appropriate member of staff.
- Check your child's email/Arbor for homework notifications.
- Check [ClassCharts](#) for any negatives for lates –often poor punctuality results in poor attendance.
- Only allow your child to stay at home for genuine illness.
- Help your child to catch up with missed work.
- Inform school of any issues outside of school which might prevent your child from wanting to attend or which may impact on their ability to concentrate in school such as bullying, bereavement, parental separation, debt, housing issues, mental health issues.
- Praise and reward good attendance.

How can we help?

- Pastoral Support— Help with your child's relationships, wellbeing and behaviour within school
- Learning Support— If your child has specific learning needs or just requires more than the usual in class support.
- Health Issues — If your child has an ongoing health issue we can arrange support.
- Support In School — Within school we have trained Child Protection Officers, and an Attendance & Wellbeing Support Worker who are on hand to support with wider issues. We also have links to outside agencies such as Just B.

Absence in term time

Parents/carers must get permission from the Headteacher if they want to take their child out of school for any reason.

A Planned Absence form must be completed at least three weeks in advance of the requested absence and there must be exceptional circumstances

The Headteacher will make the final decision regarding the authorisation of the absence or may delegate to the Deputy.

A parent/carer can be fined for taking a child on holiday during term time without the school's permission.

If a request is declined, and the child is absent from school during that period, each parent/carer could receive a warning letter or be issued with a £160 penalty notice for each child taken out of school per parent. This will be reduced to £80 if paid within 21 days.

North Yorkshire County Council will be issuing all Penalty Notices requested by schools in the area which meet the criteria often or more unauthorised sessions leave (in a block or accumulatively) over a 10 week period, taken without the permission of the school, and where the reason given does not meet any criteria for exceptional circumstances.