

 **Why Attendance Is So Important** At Harehills Primary we believe every school day counts. Regular attendance is vital for children’s learning, social development, and overall wellbeing. Missing even a few days can disrupt progress, confidence and academic achievement.

 **Attendance Targets & Impact** Our school attendance target is **96% or above**. Here's why it matters:


- 95% attendance** = 9 days missed per year
- 90% attendance** = 19 days missed (almost 4 weeks!)
- 80% attendance** = 38 days missed (over 7 weeks!)

Even short absences can add up and affect learning outcomes.

 **What Is Exceptional Leave?** Exceptional leave refers to **planned absences** from school that are **not related to illness** and are **requested in advance**. These may include:

- Family emergencies
- Religious observances
- Bereavement
- Weddings or significant family events


Holidays during term time are not considered exceptional and will not be authorised.

 **How to request Exceptional Leave** If you believe your child needs time off for an **exceptional reason**:

1. **Complete an Exception Leave Request Form** (available from the school office, please speak to Mr Ali).
2. **Submit the form at least 2 weeks in advance wherever possible**. Please note: **Evidence will be required** to support your request.
3. The Headteacher will review the request, and you will be notified of the decision. Please don't book travel arrangements until you have received the Headteachers decision.

A Message from The Attendance Team

"We understand that life sometimes presents exceptional circumstances. Our aim is to work with families to ensure children are supported while maintaining high standards of attendance. Please speak to us if you're unsure whether a leave request qualifies as exceptional."

 **New Penalty Notice Costs** From August 2024, new national rules were introduced to all schools regarding unauthorised absences and term-time holidays. These changes are part of a national framework introduced by the Department for Education to improve school attendance across England.

What's Changed?

- A fine **must be considered** when a child has missed **10 or more sessions** (equivalent to **5 school days**) for **unauthorised reasons**.
- This includes absences due to **term-time holidays not approved by the school**.

What are the possible fines?

Paid within 21 days		
	Total for parent 1	Total for 2 parents
1 child	£80	£160
2 children	£160	£320
3 children	£240	£480
Paid within 28 days		
1 child	£160	£320
2 children	£320	£640
3 children	£480	£1440

- If a **second fine** is issued for the same child within **3 years**, it will be **£160** with **no discount**.
- A **maximum of 2 fines per parent per child** can be issued within a 3-year period. After that, **prosecution or other legal action** may be considered.
- In court, fines can reach up to **£2,500**, along with possible parenting orders or community service.

The full guidance from the DFE can be found here:

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

Let's Work Together

We appreciate your continued support in helping every child thrive. If you have questions about attendance or exceptional leave, please contact the school office or speak with a member of the Attendance Team.

Miss Pallas (Deputy Headteacher), Mr Ali (Attendance and Admissions Manager), Mrs Drysdale (EYFS Family Support Mentor), Mrs Thomson (Lead Learning Mentor KS1) Mrs Kalig (LKS2 Learning Mentor) or Mrs Hussain (UKS2 Learning Mentor)