

### What should parents/carers do?

- Ensure your child arrives on time; school starts at **8:55**.
- Telephone school on the first day of your child's absence to let us know why your child is not in school.
- If your child has an appointment please show the appointment card to school before taking them. Your child is only allowed time off school to attend the appointment. **They should come to school before and return to school as soon as possible after the appointment.**
- If you wish to apply for a planned absence from school you must put this in writing to the Headteacher and explain your reasons for the absence. Absence requests in term time will only be authorised under exceptional circumstances.

**PLEASE REMEMBER, SCHOOL DOES NOT AUTHORISE HOLIDAYS DURING TERM TIME AND A FIXED PENALTY NOTICE WILL BE REQUESTED FROM THE LOCAL AUTHORITY.**

Primrose Hill Community Primary School Contact Telephone Number is:

**ABSENCE HOTLINE: 0161 452 0677**

**(You can telephone or text this service!)**

**0161 921 2400**

Email: [primrose.hill@salford.gov.uk](mailto:primrose.hill@salford.gov.uk)

Please make sure that we have an **up to date telephone number** for you and any other people you have named as an emergency contact.



# Primrose Hill Community Primary School Attendance Policy for Parents



One of the most important things you can do for your child's future is to make sure they go to school.

Missing out on school means that your child is missing out on learning, socialising with friends and a great future.

**Be a great parent!!!** Help your child by getting them to school on time, every day.

**The more your child misses at school the harder it is for them to catch up and get good results.**



### **Do you know the law?**

**If you have a child over 5 Years of age and they are registered at a school, it is your responsibility to make sure they attend regularly and on time.**



**More law!!!**

If you accumulate 5 days unauthorised absence you are liable to be issued with a penalty notice.  
It is essential you keep school informed of all absences ASAP.

At Primrose Hill we recognise and reward our pupils with excellent attendance and punctuality.



- During Celebration Assembly, the class with the highest attendance in KS1 and KS2 receives a certificate and the Attendance Cup.
- At the end of each half term, 100% letters are sent home with pupils to celebrate their attendance.
- Certificates are awarded for pupils achieving 100% for each academic year.
- A reward trip/treat takes place to celebrate excellent attendance.



**Absence from School.**

Absences must be recorded by the school every day. They are recorded as: **Authorised Absence** or **Unauthorised Absence**.

**Authorised Absence:** Where a satisfactory reason for the absence has been given by parent/carer.

- **Illness or medical appointment.**
- **Exceptional circumstances, such as family bereavement.**



**Unauthorised Absence:**

Where no satisfactory explanation has been given for a child's absence by the parents/carers.

- **A brother or sister is not going to school.**
- **To celebrate a birthday.**
- **Shopping.**
- **Day trips out/Holidays (unless they have been authorised)**
- **Being late for school after the registers have closed.**
- **Head lice (your child must be treated and returned straight back to school).**



**If unsure, please ring school and check.**

If your child is absent for more than 3 days you must provide medical evidence before the absences can be authorised.

If your child's attendance drops below **90%** your child will be categorised as a **Persistent Absentee**, as per government guidelines, and will be asked to provide medical evidence for school to authorise any absences.

