



11th September 2017

Dear Parents/Carers,

Promoting good attendance and punctuality: 'ATTEND TO ACHIEVE'

Now the new academic year is underway I am writing to remind you all of our attendance procedures.

Harden Primary School believes strongly in enabling all students to achieve as highly as they are able to in all that they do. We expect all parents and carers to support us in this goal. We really care about the achievement of your child. We know that children who have excellent attendance do succeed at Harden Primary School and make outstanding progress.

Our Expectations

Please report any absences before 8.45am. Only valid reasons will be authorised. You can telephone the office or email school using parents@harden.bradford.sch.uk. Please tell us why your child is absent and when you expect them to return. If your child needs to be absent longer than you expected then please phone or email the school office to update us.

If your child has a medical appointment, please ensure whenever possible that they attend school before and after the appointment. This will increase their attendance percentage significantly. If possible, please provide a medical appointment card/letter or text.

Please inform the school if your child is taking part in any out of school activities e.g. sporting events etc. These may be authorised and approved by school as we encourage individual development.

Punctuality

Punctuality is vital to ensure lessons start promptly and learning time is maximized. School starts at 8.45am prompt so students need to be in the playground and lining up at 8.40am. We do monitor lateness as well as attendance. If your child is late for school then please use the main entrance where you can fill in the attendance book and inform the office of lunch arrangements. We need to have a written record of who is in school for health and safety reasons and to ensure the children get a mark in the register.

The playground/classroom doors need to be closed promptly to ensure that all children can be kept safe. Safeguarding is a priority at all times and especially at dropping off and picking up times when open doors/gates can make the children and school more vulnerable.

If you find the playground or classroom door has been closed then please use the main entrance as opening the doors could pose a safeguarding risk. We ask for your co-operation and support with this matter.

If you are late picking your child up from school then please phone in advance so we can ensure your child stays in school. They will then be escorted to the school office ready for collection. You will be asked to sign the late book so that we have a record that your child has been picked up by a responsible adult.

Holidays in term time

Full attendance is vital for your child's educational progress. Bradford Council expects all parents/carers to ensure that their children attend school regularly. Absences due to taking leave during term time can seriously impact on a pupil's academic attainment.

If it is absolutely necessary for your child to be absent from school, please complete a Leave of absence form from the school office and return it at least 14 days before the proposed first day of absence. If your child's attendance percentage is below expectation and of concern to the school, you may be asked to attend an appointment with the Headteacher to discuss your request and the impact on your child's educational progress.

Monitoring

Attendance and punctuality are monitored constantly.

Pupil's whose attendance declines, or has erratic absences, will be monitored, and parents/carers will be invited in to school to discuss improving their child's attendance.

Our school prides itself on supporting all our families, if you have any issues impacting or that could impact on your child's attendance, please contact us as we want to work closely with parents/carers to support excellent attendance.

Finally, may I thank you for your continued support. If you have any queries about the information contained within this letter, please do not hesitate to call the office and book an appointment to see Mrs Topham, our Wellbeing Manager.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'KH', with a long horizontal flourish extending to the right.

Kirsty Hutchinson
Headteacher