



**HARROGATE
GRAMMAR SCHOOL**
EXCELLENCE FOR ALL



ATTENDANCE MATTERS

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

Harrogate Grammar School:-

Contact details 01423 531127

Year 7 Manager - Ms Brown x 214

Year 8 Manager - Mrs Smithson x 212

Year 9 Manager - Mrs Ellenthorpe x 215

Year 10 Manager - Ms Moore x 212

Year 11 Manager - Mrs Bennett x 211

Student Attendance Manager

Miss Dorward 01423 531127

Student Attendance Officer

Ms Burton 01423 535635

attendance@harrogategrammar.co.uk



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GRAMMAR SCHOOL**
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Harrogate Grammar School, Arthurs Avenue,
Harrogate, North Yorkshire HG2 0DZ

Tel: 01423 531127

attendance@harrogategrammar.co.uk

www.harrogategrammar.co.uk

Attendance Level	Excellent	100%
What does this mean?	Your child has the best possible chance of succeeding at school	
What will happen as a result?	Your child will be recognised in school assemblies with certificates.	
What do I need to do?	Keep up the good work	
		97 - 99%
	Good chance of achieving target grades. Small gaps in learning will be evident.	
	Your child will be recognised in school assemblies.	
	Only book medical appointments outside of school hours where possible.	
		96%
	Although at school target, your child will have some gaps in learning due to missed lessons.	
	Your child's attendance will be monitored as this is the minimum attendance level.	
	All appointments out of school hours. No term-time holidays. Do not keep your child off unnecessarily, we will contact you if your child needs to come home.	
		91 - 95%
	Your child will have significant gaps in learning, affecting their achievement, progress and friendships.	
	Your child's attendance will be monitored closely and absence will not be authorised without medical appointment cards.	
	All appointments out of school hours. No term-time holidays. Do not keep 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.	
		90% and below
	Your child is "persistently absent", "persistently absent" children statistically do not do as well academically.	
	You may be visited at home by the Attendance Manager. Attendance Pathway will be initiated and you will be invited into school for a School Attendance Panel. A fine may be incurred or Legal Action started.	
	Attend a meeting at school to discuss attendance. Contact school for support and advice. Work with the Attendance Manager to improve your child's attendance. Engage in any support offered.	

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 9:30am 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.

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. An email will be sent to parents/carers to inform them if a student has not registered at school.

Any student with attendance below 96% 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 in writing of any concerns.

We are here to support you and your child

What is a Persistent Absentee?

A persistent absentee is defined as missing 46 or more sessions across the school year (typically more than 12 per cent of the available sessions). Therefore their attendance is less than 88%.

If a student becomes a persistent absentee, the school will discuss this case with the Student Attendance Manager 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/student planner 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—you will know.
- 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 Manager who are on hand to support with wider issues. We also have links to outside agencies.

Absence in term time

Parents/carers must get permission from the Head Teacher 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 Head Teacher will make the final decision regarding the authorisation of the absence.

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 £60 penalty notice for each child taken out of school.

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