



Headlands Primary School Attendance

Headlands Primary School places a high value on punctual and regular attendance of children and wish to foster this value throughout their school career and into adult life. Research shows that children who have good attendance have higher life chances as it supports and increases the child's wellbeing, learning and progress. Working in partnership ensures the child is most likely to achieve their full potential by ensuring their frequent and punctual attendance.

School undertakes a variety of procedures to support good attendance including reminders in the school newsletter and advance notice of term dates to avoid holidays in term time. Overall attendance is monitored throughout the year and reported to parents at parents' evenings and in the end of year school report.

We strive for high levels of attendance throughout the year and monitor each child's attendance. Although there may be legitimate reasons for absence such as illness or medical reasons, any child falling below the DFE expectation of 90% attendance is classified as a 'persistent absence pupil'. In these circumstances parents are informed either directly or by letter outlining the current level of attendance and encouraged to work with the school to overcome any relevant issues.

If the school is concerned over the level of absence or if the child is persistently late for school, the parent will be invited to attend a meeting which may include the City of York Attendance Lead. The purpose of this meeting is to identify and help resolve any issues that may be the cause of the child's poor attendance. For children whose attendance or punctuality continues to remain low, parents will be issued with a notice to improve and this may result in a penalty fine from the City of York Council.

School expectations for attendance

Arrive on time

We expect you to ensure your child arrives at school within the ten minute 'drop off time' of 8.45-8.55pm. The school does understand that occasionally circumstances beyond your control mean that you may arrive late. In these instances we believe it is important that your child arrives late, rather than not at all, so please still bring them to school via the school office.

Arrive ready

Please ensure your child has the necessary equipment for the day, such as a PE kit, swimming kit, reading books, and packed lunch.

Medical Appointments

If possible, please make any medical appointments for your child outside of the school day.

Holidays

Please arrange family holidays during half/full term breaks. DFE attendance regulations state that schools are not able to authorise any holidays during term time. Schools are not able to grant a leave of absence unless there are exceptional circumstances. The need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Exceptional circumstances

Only in very exceptional circumstances permission may be given by the Headteacher for a leave of absence. Please use the application form available on the school website.

Illness

If your child is ill and absent for the day, we would kindly request that you ring school and leave a message on the answer phone before 8.30am informing the office of the pupil's name and reason for absence eg sickness bug. The office staff will then record this absence on the school electronic register.

Planned absence

If your child has a planned absence such as a medical appointment, please inform the school office via email of the day of planned absence and the reason for this absence.

Unexplained absence

The class teacher will register their class at the beginning of their school day and send any absence letters to the office. The office staff will then start following up any unexplained absences by 9.30am via a text message asking you to ring school to confirm that they are safe.

Head teacher: Mrs Ruth Ellis

Chair of Governors: Rev Ron Smith

Date: 26.01.2026

Review date: January 2027