



# Templenewsam Halton Primary School

## Parents' Quick Guide: ATTENDANCE

**ATTENDANCE  
MATTERS.**  
ALL DAY, EVERY DAY

Templenewsam Halton Primary School promotes excellent attendance and aims to raise attainment levels and engagement by continuing to have high levels of attendance from Nursery through to year 6. We know that levels of attainment is linked to attendance and this can only be achieved through a strong relationship between school, parents and carers. – academic and social achievement depends on a regular presence in school and a strong partnership between home and school. **Our school has an attendance target of at least 97%.**

Children should be in their classrooms between 8.40 and 8.50 each morning and children begin their learning at 8.50am. The register closes at 9:00am. If a child arrives after this they will be recorded as late and if they arrive after 9:30am they will be recorded as absent for the morning session.

### Attendance Policy information

Regular attendance is essential if we want our children to achieve their full potential. We will reward excellent attendance and work with families to improve attendance if it is low, or has been identified as an area of support. We will try to resolve any issues and put strategies in place to improve attendance levels.

Arriving at school **5 minutes late every day** is the same as missing **3 days** of school per year

### Holidays in Term Time

Leave of absence forms can be obtained from the office or downloaded from the website. The headteacher is unable to authorise any leave of absence during term time unless there are exceptional circumstances.

**Unauthorised absence totalling 5 days or more will result in a penalty notice of £60 per parent per child being issued by the local authority**

### WE ARE HERE TO HELP

**IF YOU ARE CONCERNED ABOUT YOUR CHILD'S  
ATTENDANCE OR HAVING DIFFICULTY GETTING THEM TO  
SCHOOL PLEASE CONTACT SCHOOL TO SEE WHAT  
SUPPORT WE CAN OFFER YOUR FAMILY ON**

**0113 2930314 OR PASTORAL@TNHPS.RKLT.CO.UK**

### Expectations

We expect that all families will:

- Support their child to attend regularly
- Contact school if there are any issues to prevent good attendance.
- Work with school to improve attendance
- Contact school on each morning of their child's absence.

Do you think  
95% attendance is  
good enough?

**Think again!**

You will have missed 10  
days or 50 hours of  
learning