

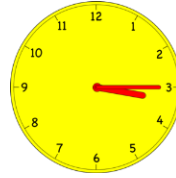
Request for exceptional leave of absence.

If parents wish to take their child out of school during term time a request for leave of absence must be made on the appropriate form at **least 4 weeks** before the date the leave is due to begin.

Forms are available from the school office.

We follow the local authority guidance on parents taking children out of school which is **NOT** to authorize.

No holidays will be authorized in term time.



Collection of children.

All children are to be collected by a responsible adult at the end of the school day.

Ensure your child's teacher knows who is picking your child up if the person has not been before.

Ensure all contact details are up to date in case of an emergency.



Henley Green Primary School

Wyken Croft

Coventry

CV2 1HQ

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Henley green Primary school

Information for parents and carers

SCHOOL Attendance





Every minute matters, Every school day counts!



190 school days a year = 100% attendance.

180 school days a year = 95% attendance.



Good attendance. Your child has the best chance of success.



171 school days a year = 90% attendance.

161 school days a year = 85% attendance.



Caution worrying attendance. Your child will have less chance of success and it is harder to progress.



152 school days a year = 80% attendance.

133 school days a year = 70% attendance.



Stop serious concern. Your child will fall behind with work and could lose friendships.

Procedures of the school day.

- The school day starts at 8:55am. After 9am a late mark will be recorded.
- Children who arrive late for school will be recorded on the register as 'late' after register closed. This will count as an unauthorized absence and could lead to a penalty notice being issued.
- If your child is not able to attend school please contact the office on the day.
- If your child is not in school without a reason then a phone call will be carried out to find the reason as to why they are not in school.
- All reasons for absences must be recorded by the school. 'My child is poorly' is not a reason we need a valid reason as to why.
- Inform us of any medical appointments.
- A log of unauthorized absences will cause concern and could lead to a penalty notice.

Attendance

At Henley Green we believe children will make progress by:

- Taking a **pride** in following the school rules and routines.
- Taking **responsibility** to be in school every day on time.
- Taking an **active role** in rich and rewarding experiences.
- Being **appreciated** and **rewarded** for achievements and successes.

Every day
COUNTS!

School success starts
with attendance