



Hipsburn Primary School, Lesbury, ALNWICK, Northumberland. NE66 3PX

Tel: 01665 830210

Email: admin@hipsburn.northumberland.sch.uk

Web: www.hipsburn.northumberland.sch.uk

Headteacher Mr Kevin Moloney

02/03/26

Attendance

Dear Parents,

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent/carer to make sure their child receives that education. Attendance at school is essential for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

Please ensure you read the following information and particularly review any holiday plans during term-time you may have as a family.

Requests for Leave of Absence

Parents/carers **must** request permission in advance from school for any leave of absence for any reason, including holidays. Parents / carers must complete a leave of absence form - an email is not appropriate. The Education Welfare Officer who visits our school will request to see completed forms. Headteachers cannot grant leave during term time unless there are exceptional circumstances and cannot grant permission retrospectively. The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. The 'H' code (authorised holiday) no longer exists in the absence codes, to reflect the change in policy as under no circumstances is a holiday to be authorised.

Late Arrivals

Please note: pupils who arrive in school after registration closes but before the end of the morning 'session' will receive a U code, which is an unauthorised absence for that session.



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To date, our policy currently does not utilise the fining tool in the first instance for attendance issues. We firmly believe that fostering close and productive relationships with both parents and pupils is essential in promoting high attendance levels.

The expectation set by Ofsted is clear; schools must make every reasonable effort to achieve the highest possible attendance rates. It has been consistently shown that regular attendance significantly correlates with students' academic achievements.

While we are committed to encouraging attendance through positive engagement, it is also important to note that, as a last resort, we may consider the imposition of fines for pupils whose attendance remains significantly below expected levels. The Department for Education (DfE) has made it explicit that 'persistent failure to send children to school is a clear sign of neglect', reinforcing our responsibility to ensure that every child is receiving the education they deserve.

In line with our safeguarding duty under the updated Keeping Children Safe in Education (KCSIE) guidelines, we take attendance issues with the utmost seriousness. Therefore, we kindly ask for your cooperation and support in addressing any attendance concerns that may arise. Open communication between home and school is vital, and we encourage you to reach out to us promptly if your child is experiencing any difficulties that may affect their ability to attend school regularly.

All parents/carers are to:

-Ensure their child attends every day the school is open except when a statutory reason applies.

-Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness) - through direct telephone contact with the main school office on 01665 830210.



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-Only request leave of absence in exceptional circumstances, which must be submitted in advance. Under statutory guidance retrospective requests will not be considered and therefore recorded as unauthorised.

If you have any questions, please do not hesitate to contact us.

Yours sincerely,

Kevin Moloney

Headteacher

Allison Wort

Chair of Governors