



Harborne Primary School
Station Road
Harborne
Birmingham
B17 9LU

0121 464 2705

Harborne Primary School – Annex
Court Oak Road
Harborne
Birmingham
B17 9AB

0121 464 2705 Opt. 1

30th September 2025

RE: Attendance Procedures for 2025-2026

Dear Parent/Carer,

In order for pupils at Harborne Primary School to achieve their full potential and enjoy all of the opportunities school has to offer, they need to attend school regularly.

To encourage regular attendance at school, we monitor attendance closely and celebrate classes with the best attendance. We also have rewards for children with excellent attendance each term.

Our whole school attendance target is 96%.

The school day begins at 8:50am. **Children are expected to be in school no later than 9:00am** (gates will close at 9:00am). The register is open from 8:50am-9:20am.

If your child arrives between 9:00am and 9:20am, they will be marked as 'late' (Code L) on the register.

If a child arrives after 9:20am, they will be marked as 'late after the register has closed' (Code U). This is an unauthorised absence mark, in line with Department for Education guidance, and contributes to monitoring of absence.

The school day finishes at 3:20pm (Reception, Year 1 & Year 2) and 3:30pm (Year 3, Year 4, Year 5 & Year 6).

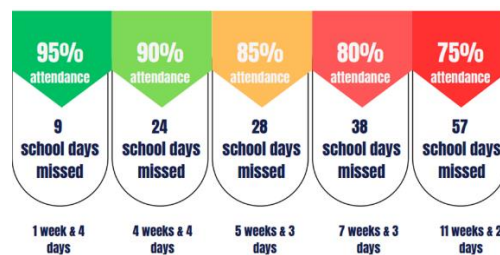
Absence Reporting

If your child is not in school, please inform the school via by calling the school office on 0121 464 2705, ideally before 8:30am. If we do not have a reason for absence, an automated text message will be sent asking you to contact school. If contact is still not made and we are unable to reach you by telephone, we may follow up with a home visit or ask the police to complete a home visit on our behalf. If we are unable to make contact across 3 days, we will always follow up with a home visit; if we are unable to make contact across 5 days, we will make a referral to Birmingham's Children Missing Education team. There may be some occasions when, even though contact has been made with school, a home visit is still carried out. These processes are in place to fulfil our safeguarding duty.

If your child is frequently absent because of illness, support will be offered to try to improve their attendance. The school accepts that occasional one-off absences due to illness are inevitable. However, lots of illness absence, with no confirmed medical condition, may result in the school requesting medical proof before authorising the absence. If medical conditions are regularly affecting attendance, the school may request parental permission to contact the child's GP or refer to the school nurse for advice.

Attendance Monitoring

A child with attendance of 90% or below is considered a 'persistent absentee'. This equates to 19 school days' absence from school a year – the equivalent of 4 weeks or 100 lessons away from their learning.



enquiry@harborne.bham.sch.uk

www.harborneprimary.co.uk

Interim Headteacher: Mrs Francis



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If your child's attendance falls below 95%, the school will monitor and a 'Helpful Headteacher' letter will be sent to parents/carers. If the school has further concerns about attendance, we will contact parents/carers to discuss the reasons for absence and support that can be put in place to improve attendance. If your child has more than 10 days of unauthorised absence (20 sessions) within a 12-month period, the school may initiate the 'Support First' approach to attendance. Please see the Good Attendance Matters leaflet from Birmingham City Council Legal Attendance Team, accompanying this letter.

If your child is persistently late, this also can have a significant impact on learning and attainment. Pupil punctuality at Harborne Primary School is carefully monitored by our Attendance Team. Where there are concerns about lateness, an initial letter will be sent to parents/carers. This may be followed up with a formal meeting where support will be offered.

Support

If you need support in relation to your child's attendance, help is available. Please make an appointment with the school to discuss your concerns. Most difficulties can be resolved informally, but we can also arrange an early help assessment or make a request for support to Birmingham Children's Trust if necessary, with your consent.

Term Time Leave

Any requests for leave during term time must be sent at least 5 days in advance to the Headteacher, and are at the Headteacher's discretion. A Leave of Absence Form can be collected from the School Office or downloaded from the school website.

Holidays in term time will never be authorised. Leave for other circumstances such as bereavement or family illness abroad may also not be authorised: informing the school does not mean the leave is agreed. In the event of a genuine family emergency, parents should avoid requesting more than 5 school days' absence. Leave due to weddings is unlikely to be authorised. Two weeks unauthorised holiday/leave means at least 50 lessons missed that will never be repeated.

Enforcement

When attendance doesn't improve after support or, when a minimum of 5 days unauthorised holiday/leave is taken, legal action can be taken. Courts can fine parents/carers up to £1,000 per child and for repeat offences the court can fine parents/carers up to £2,500 per child or impose a prison sentence of up to 3 months.

In many cases, but not all, parents/carers can discharge an offence by paying a penalty notice of £160 for each parent/carer per child, discounted to £80 if paid within 21 days. For a family of two parents/carers with 3 children that would be at least £480.

If you would like any more information about attendance, please see the school's [Attendance Policy](#) which can be found on the website.

Yours sincerely,

Mrs Linda Francis
Headteacher

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