



ATTENDANCE AT STANNINGLEY

Every day matters. Every child belongs.

Regular attendance helps children feel part of school, build friendships, develop good routines and make the most of their learning. Our aim is for pupils to achieve at least 97% attendance.

STARTING THE SCHOOL DAY

Doors open: 8:40am
Registration: 8:50am
School gates close: 8:50am

After 8:50am, please bring your child through the school office. They will be recorded as late.

Morning register closes at 9:20am

Arriving after 9:20am means your child will be recorded as unauthorised absence for the whole morning session.

IF YOUR CHILD IS ABSENT

Please contact school on the first morning and tell us the reason for absence. Contact us each day that the absence continues.

If we have not heard from you, school will contact you. If we cannot establish that a child is safe and well, a welfare visit will be carried out.

IS MY CHILD TOO ILL FOR SCHOOL?

Children should attend whenever they are well enough to do so. We understand that genuine illness happens. NHS guidance can help parents decide when a child should stay home and when they can attend.

Scan the QR code or contact school if you are unsure.



NHS guidance

MEDICAL AND DENTAL APPOINTMENTS

Where possible, routine appointments should be made outside school hours. If an appointment must take place during the school day, please help your child attend for as much of the session as possible.

Morning appointments

Bring your child into school before the appointment so they can receive their morning attendance mark or return them promptly afterwards.

If your child misses the morning register, they will be marked absent for the whole morning session.

Afternoon appointments

The afternoon register is taken at 1:00pm. Where possible, make sure your child is in school for the 1:00pm register before leaving, or return them in time for afternoon registration.

If your child misses the afternoon register, they will be marked absent for the whole afternoon session.

Missing a register = absent for that whole session

Please only keep your child away for the time reasonably needed. School may ask to see evidence of an appointment.

LATENESS ADDS UP

Minutes late per day	Education days missed over a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days

CONTACT SCHOOL

Telephone: 0113 255 7677

Email: school.office@stanningleyprimary.com

You can track your child's attendance and contact school via Arbor Parent Portal.





UNDERSTANDING ATTENDANCE

Clear expectations, early support and shared responsibility.

OUR AIM: 97%+

Attendance is reviewed regularly. We talk with families early so that small dips do not become bigger barriers.

Attendance	What it means	Days missed	Weeks	Learning hours lost
100%	Excellent	0	–	–
99%	Strong attendance	4	–	–
95%	Attendance starting to fall	10	2	48
90%	Persistent Absence threshold	20	4	96
85%	Serious concern	30	6	144
80%	Critical: significant learning missed	40	8	192

Persistent absence means a child is missing 10% or more of their education for any reason, including authorised and unauthorised absence.

AUTHORISED ABSENCE

May include genuine illness, medical or dental appointments, bereavement, religious observance or exceptional leave agreed by the Headteacher.

UNAUTHORISED ABSENCE

May include arriving after the register has closed, holidays in term time, shopping, birthdays, staying home to care for relatives, or absence without a satisfactory reason.

HOLIDAYS AND TERM-TIME LEAVE

The law does not allow schools to authorise holidays during term time. The Headteacher may only grant leave where there are exceptional circumstances.

Requests must be made in writing, before the absence, and explain the exceptional circumstances. Unauthorised leave may be referred to Leeds City Council. Under our current policy, more than 10 sessions of unauthorised leave may be referred for a penalty notice.

A penalty notice is currently £80 per parent, per child, rising to £160 if not paid within 21 days.

[Leeds info](#)



IF ATTENDANCE STARTS TO FALL

Notice

Talk

Support

Plan

Review

Our first response is to talk, listen and understand. We can help with routines, anxiety, SEND-related needs, friendships, punctuality, family circumstances and access to additional services. Letters are sent home half-termly to celebrate and help parents monitor their child's attendance.

WE ARE HERE TO HELP

Please speak to us early if getting your child into school is becoming difficult. Support may include class teachers, the school office, the Headteacher / Attendance Lead, SENDCo, pastoral support and Bramley Cluster Support Service.

We would much rather work with you early than allow difficulties with attendance to become established.

**Working together so every child can attend,
belong and thrive.**