



Child's name _____

Collingwood Primary School is committed to improving the achievement of **every child** through attendance. Ofsted, the DFE and the Local Authority are encouraging all schools to use more severe measures to deal with absence and lateness. Hull Collaborative Academy Trust, Collingwood Primary and our Governors have agreed to prosecute those parents whose children have more than 20 sessions (10 days) unauthorised absence (including holidays and extended visits to home countries) in one term or more than 20 late arrivals (after the register closes at 9.30). Only the Headteacher can determine whether an absence will be authorised, it is not the right of the parent.

We at Collingwood Primary school will:

- Encourage **every child** to attend school every day and to do their best at all times.
- Reward and celebrate 100% attendance weekly, termly and yearly.
- Inform parents of annual holiday dates.
- Inform parents, at regular intervals, if any child's attendance is of concern.
- Inform parents, in writing, of decisions regarding absence from school.

I/We as a parent/parents or Carer/Carers understand that:

- It is a legal requirement, under British Law, that my/our child, who is of school age must attend school all day, every day, unless there is an acceptable reason. I/We will contact school as to the reason for absence.
- It is unacceptable to take my /our child out of school during term time for reason of a holiday or an extended visit to my/our home country and that this action will result in a fine being imposed by the Local Authority.
- I must complete a holiday request form or send in a letter stating the dates of any absence due to holiday. I understand that if the school has no written confirmation of this absence that my child will be reported as a 'Child Missing Education' which will involve other agencies (Education Welfare Service, police, the Immigration Service etc), that my child will be removed from the Collingwood Primary Register and I will have to re-apply for a place for my child in school. I also understand that if my child does not return to school on the stated date they will lose their place at school.
- Any absence (the period of which is at the Headteacher's discretion) for an extended holiday or visit to a home country may result in my child being removed from the Collingwood Primary School register and I will have to re-apply for a place for my child in school.
- If we move address and my child needs to attend a different school they will attend Collingwood Primary every day until the day before they start at their new school. Any unauthorised absence for this purpose will be reported to the Local Authority and may result in a prosecution and a fine.

I will (child):

- Come to school every day and always be on time

Together we will:

- Support your child to achieve their full potential

Headteacher's signature _____

Class Teacher's signature _____

Parent/Carer's signature _____

Child's signature _____