



Holme Slack Community Primary School

Attendance overview

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Approved by: Mrs Peck

Date: 25.08.2025

Last reviewed on: 25.08.25

Next review due by: 30/08/2026

1: School opening times and registration times

The school gates will be opening at 8.45am, the gate will be open until 8.50am.

Registration will begin at 8.50am and registers will close at 9.20am.

If you arrive within 8.50am – 9.20am, your child will be marked as 'Late'.

If your child arrives after 9.20am, your child will be marked as 'Unauthorised'.

8.45am – School gate opens

8.50am – School gate close

8.50am – 9.00am – Register taken in class

9.20am – Register closes

2: Reporting Absence

Any absences need to be reported on the first day of your child's absence.

Call 01772 795257 and choose option 1.

You **must** report your child's absence before 9am, **and** on every day of their absence.

A member of the attendance team will contact you in then following instance: if your child has not been marked in on the register, there has been no contact made and finally if we feel there needs to be more information provided. This will be before 10am.

3: New Attendance guidance from 19th August 2024

You may be aware that the Department for Education has recently announced national changes to penalty notices issued for unauthorised absences during term time. These changes will come into effect from 19th August 2024.

The changes to be aware of are: -

- Penalty notices issued for offences that take place after 19th August 2024 will be charged at a new rate of £160 per parent, per child. This can be paid at £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3- year period will be issued at the rate of £160 per parent, per child to be paid within 28 days, with no option for a discounted rate.
- The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent of 5 days) of unauthorised absence within a rolling 10- school week period 1. This may include absences as a result of arriving late, after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered including prosecution or another attendance legal intervention.

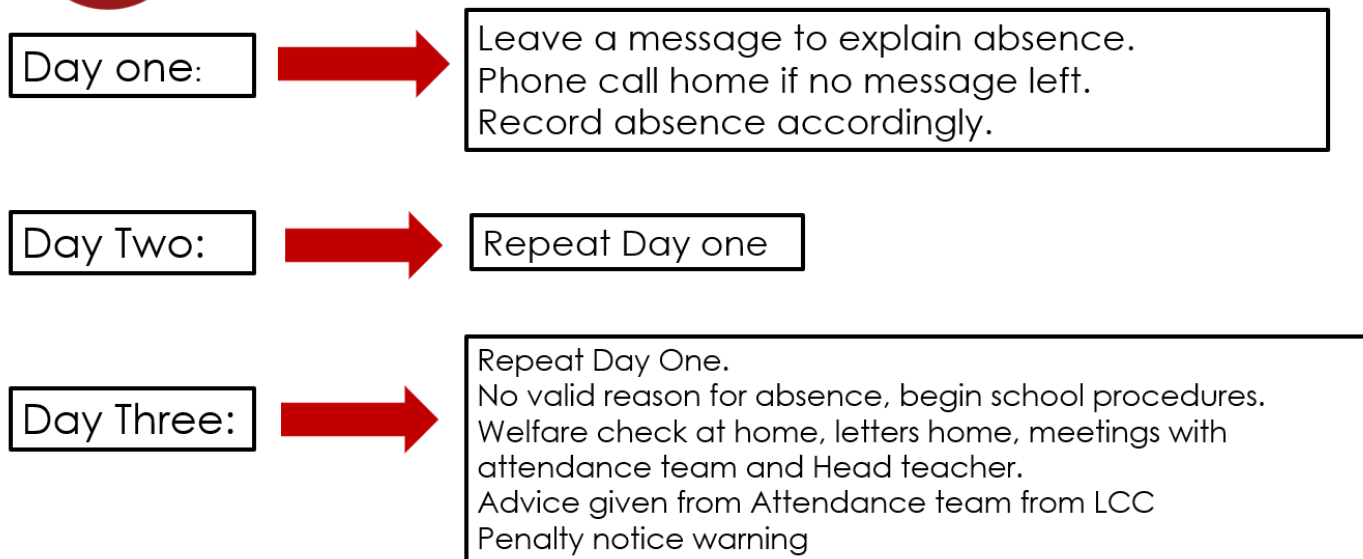
This information can be found on the Gov.uk website:

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/working-together-to-improve-school-attendance)

4: Holme Slack Attendance Flow Chart

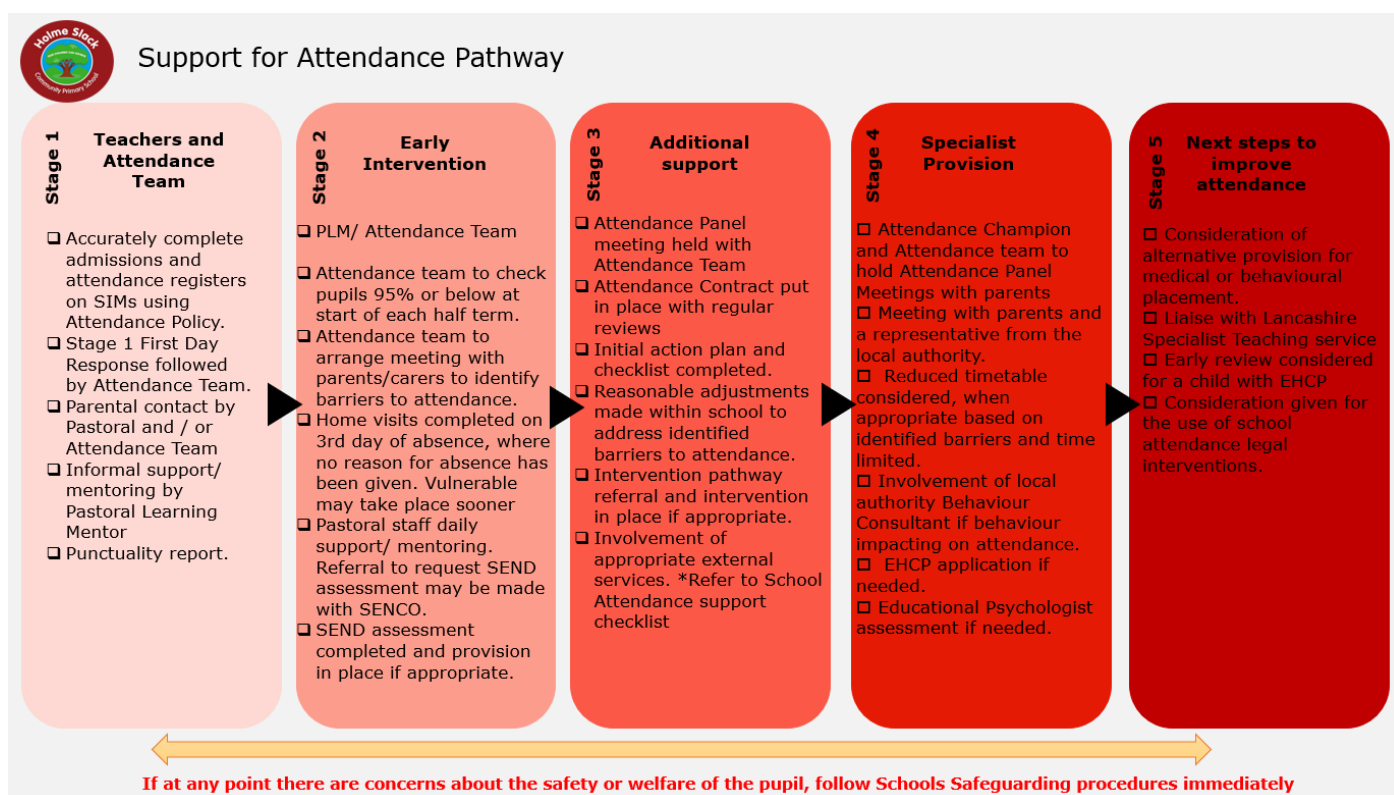


Holme Slack CP School's Attendance Flow Chart

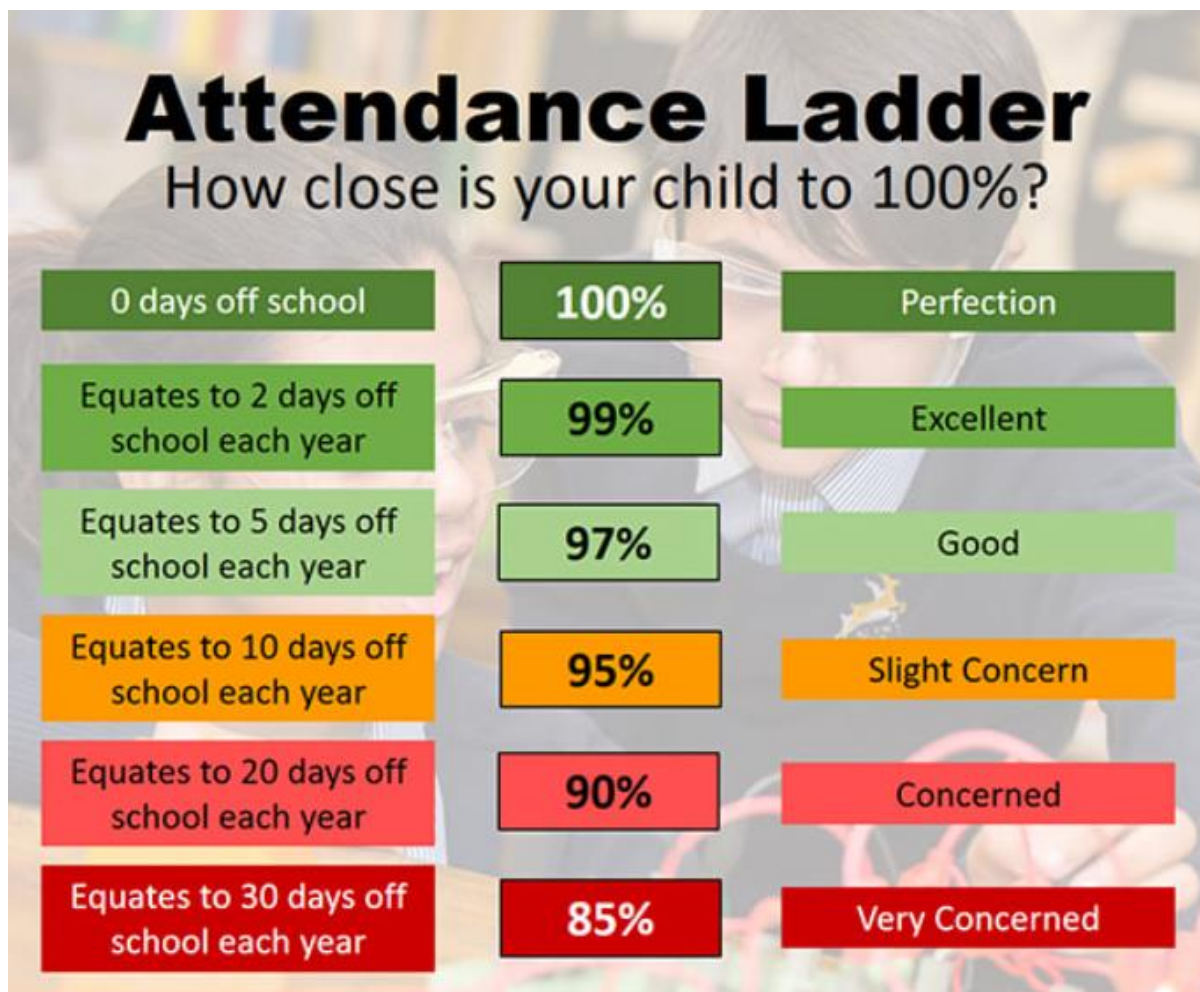


Updated August 2024

5: Support for Attendance Pathway



6: Facts and Figures



Being 15 minutes late each day is the same as missing two weeks of school over the year. The start of the school day is an important time for children to develop their social skills with their peers, as well as preparing them for their learning.

90% attendance is equivalent to missing 100-hour long lessons a year.

7: Who to contact.

First line of contact is our attendance line. 01772 795257, option 1.

If no contact is made, one of the attendance team will call you to confirm absence.

If you have any concerns or questions, you can call the school's attendance team, Miss Devey or Mrs Selby, who will support you where needed.