



HARTLAND HIGH SCHOOL

15th September 2025

Dear Hartland High Families,

Attendance

At Hartland High School, we recognise that excellent attendance is crucial to our students succeeding.

- Pupils need to attend school regularly to benefit from their education.
- Missing out on lessons leaves children vulnerable to falling behind.
- Children with poor attendance tend to achieve less in both primary and secondary school.

Our expectations

On a school day the only place students should be is in school. Students are legally required to attend school every day and should only be absent in real emergencies. If your child is not in school, they must have a justified reason.

Parents should communicate reasons for a late arrival or absence to school by 8:30am on the morning of each day of absence. This is through on 01189 370200 and select option one or emailing attendance@hartlandhigh.co.uk.

What we are aiming for

We expect that students have attendance above 95%, with outstanding attendance above 96%. Anything below 95% is weak, under 90% is poor and if attendance dips below 85%, we will have serious concerns. **Below 90% is regarded as persistent absence by the DFE.**

We have a duty of care, shared with the Local Authority, to challenge poor attendance. Attendance below 95% for any academic year will trigger our attendance process commencing.

| | Threshold attendance | Actual attendance | Whole days absent | Learning hours lost |
|--------------------------|----------------------|-------------------|-------------------|---------------------|
| Outstanding | 100% | 190 days | 0 | 0 |
| | 99% | 188 days | 2 | 10 |
| Good | 98% | 186 days | 4 | 20 |
| | 97% | 184 days | 6 | 30 |
| | 96% | 182.5 days | 7.5 | 37.5 |
| Cause for concern | 95% | 180.5 days | 9.5 | 47.5 |
| | 93% | 177 days | 13 | 65 |
| | 91% | 173 days | 17 | 85 |
| Unsatisfactory | 90% | 171 days | 19 | 95 |
| | 87% | 165 days | 25 | 125 |
| Critical | 85% | 161.5 days | 28.5 | 142.5 |
| | 83% | 158 days | 32 | 160 |
| | 81% | 154 days | 36 | 180 |

We recognise that there are times when absence is unavoidable and acceptable.

Emily Davey, Headteacher

Hartland High School, 125 Hartland Rd, Reading RG2 8AF.
T: + 44 (0)118 937 0200 | E: Contact@hartlandhigh.co.uk | W: www.hartlandhigh.co.uk

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Illness

We understand that sometimes children are genuinely ill and of course you must be the judge of this. When deciding whether or not your child is too unwell to attend school, ask yourself the following questions:

- Is my child well enough to do the activities of the school day?
- Does my child have a condition that could be passed on to other children or school staff?
- Would I take a day off if I had this condition?

Think carefully before keeping your child away from school for medical reasons. If they wake up saying they are unwell, consider whether the symptoms they have mean they need to stay at home. Do not keep your child away from school 'just in case' when they could be in class learning with their friends.

We may request medical evidence to support student absence.

Medical/Dental Appointments

It is generally better if appointments can be arranged outside school hours, but we know this is not always possible. Where children need to attend appointments during the school day it is important that the child attends before and returns to school after the appointment.

Please provide evidence of the appointment where possible.

Leave of Absence in Term Time due to Exceptional Circumstances

There are 190 school days per school year. This means that there are 175 days when your child is free to take holidays, meet up with friends, get their hair cut, attend family gatherings etc.

While schools are required to consider parental requests for absence from school in term time, it still remains the legal duty of parents to ensure the regular attendance of a child of compulsory school age. **Failure to do so could result in the local authority issuing a penalty notice or prosecuting the parents in the magistrates' court.**

Late / Close of Registers

Punctuality is a very important part of self-discipline and is essential to good time management. Students arriving on the school site after 8:30am will be required to sign in at our late gate. Detentions for punctuality will be issued and held on the day they are late. Students who arrive late to school regularly or arrive after the register has closed will receive further sanctions. If your child will be arriving at school after 8:30am due to exceptional circumstances, please inform the Attendance Team in advance at the earliest opportunity.

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Students who arrive after the register has closed at 9:30 without an acceptable reason, will incur an unauthorised absence and will be sent to RFL.

If you have any attendance concerns or would like to speak to your child's Head of Year or email attendance@hartlandhigh.co.uk

Yours sincerely,



Mr C Thompson
Designated Safeguarding Lead

Emily Davey, Headteacher

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