



WILLIAM HARDING SCHOOL
Aim high... Work hard... Be kind...

WILLIAM HARDING SCHOOL
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Head Teacher: Miss T Cotchin BA(Hons) PGCE NPQH



26 April 2023

Dear parents and carers,

Re: Full time attendance

Under section 7 of the Education Act 1996 the parent is responsible for making sure that their child of compulsory school age receives full time education that is suitable to the child’s age, ability and aptitude and to any special educational needs that the child may have.

This is the basis of national attendance guidance and our attendance policy in school. As a school we have very strict rules to follow from the Government about authorised absences from school so that all pupils have the benefit of a full-time education. At William Harding we have lessons that start when the children enter the classroom at the beginning of the day and run through until the very end of the day. If children miss any part of the school day, they are missing learning time.

Lost learning time

On occasion we have parents that request to collect children earlier each day or drop off later. Whilst we understand that some parents have difficulties with the school run, we cannot authorise or agree to learning being lost. We therefore cannot agree to early collection or late drop offs. The following table shows the amount of time missed across the year if a child is late or collected early.

Time missed each day due to being late or being collected early	Number of days lost in a year
5 minutes a day	3.4 days per year
10 minutes a day	6.9 days per year
20 minutes a day	13.8 days per year <i>If this was taken as an unauthorised holiday, this could result in a fine.</i>

Our School Values are: Inclusion, Perseverance, Honesty, Respect, Responsibility and Collaboration.



Loss of support for pupils

If children are arriving late or being collected early, a member of staff needs to accompany them to the appropriate place. Staff in school spend their time supporting pupils with their learning. If they are having to accompany children then they are being taken away from supporting pupils who need them. We do not have spare staff who are able to facilitate these types of situations or arrangements.

How can I get support with the school run?

If you are having difficulty with the school run please speak to the FLO team who may be able to support you. We also have breakfast and after school club to support families with childcare around the school day.

Kind regards,

Mrs Skinner

Inclusion, Pastoral and safeguarding Lead

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