



Our School Day

Everything you need to know about arrival, attendance and absence – we're here to help.

A day at Harewood

8.30am

School gates open

Children can be met by a pupil Gate Buddy, then walk straight to their classroom.

8.40am

Registration & lessons start

Any attendance after 8.40am will be marked 'late before register closes'.

9.00am

Registration closes & assemblies start

Assembly days are listed alongside.

10.45am

Playtime

Years 3 and 4: 10.45 – 11.00am
Years 5 and 6: 11.00 – 11.15am

12.40pm

Lunchtime

12.40 – 1.30pm

1.30pm

Afternoon registration

Registration closes at 1.50pm.

3.05pm

Home time

Years 3 and 4 finish at 3.05pm
Years 5 and 6 finish at 3.10pm

Assemblies at 9.00am

Monday

Whole school assembly

Tuesday

In class assembly

Wednesday

In class or special guest assembly

Thursday

Singing assembly

Friday

Celebration assembly

If your child is absent

- 1 Please report any unexpected absence by **9.00am**.
- 2 Inform the school if the absence is likely to be longer than one day and provide a reason.
- 3 Keep the school up-to-date, e.g. if your child is unwell.

NHS Guidance: is my child too ill for school?

Contact the school

Telephone: 01452 525 364

Email: office@harewoodjunior.co.uk

20
MINUTES

DID YOU KNOW?

Being 20 minutes late each day adds up to approximately **9 days** of absence – approximately **63 lessons missed**.

Good to know: term-time absence

Holidays and leisure

The DfE does not generally consider a need or desire for a holiday, or other absence for leisure or recreation, to be an exceptional circumstance. Absence taken without the school's agreement will be recorded as unauthorised (Code G where it is for a holiday) and may lead to a request for a penalty notice.

Leave of absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent.

'Exceptional circumstances'

We define 'exceptional circumstances' as: events that are rare, significant, unavoidable and short and they are decided only by the headteacher or a senior leader deputising.

10%

Persistent absence

Persistent absence is where a pupil misses 10% or more of school.

50%

Severe absence

Severe absence is where a pupil misses 50% or more of school.