



Hunslet Moor Primary School
Headteacher: Miss H Darley
Telephone: 0113 271 7257
Email: Enquiries@hunsletmoor.co.uk

12 February 2025

Dear Parent/Carers

Absence during the School Day

An ongoing whole school focus is for every child at Hunslet Moor to have strong attendance as we know this is fundamental to making progress in their learning to achieve their full potential. Time lost to non-attendance has a significant impact as children miss critical learning and fall behind. Unfortunately we are seeing a growing trend of pupils not attending for the full School day.

From Monday 24 February 2025 any parent/carer who is bringing a child to School after registers have closed or collecting a child before the end of the School day will be asked to complete a form which details the reason for the absence from School and provide proof of any appointment. Please ensure you allow time to complete the form, this should only take a few minutes.

This will be shared with myself as Headteacher and a reply slip issued within 7 days advising if the absence is authorised. Please be aware that unless there are exceptional circumstances, we will only be able to authorise urgent medical appointments.

Wherever possible, please request appointments out of School time so your child has the best chance to achieve their potential.

We appreciate your support, if you have any questions please speak to the School Office.

Yours sincerely,

Hannah Darley
Headteacher

The designated Child Protection Officers of the school are Mrs K Dellow, Miss H Darley, Miss L Bolger, Mrs L Hemingway, Mrs F May and Mrs D Graham

