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Headteacher: Miss Zoe Loosemore

24th February 2025

Dear Parents and Carers,

I am writing to inform you about our updated Attendance Policy. We recognise the strong link between high attendance and punctuality, academic achievement, emotional well-being, and the development of positive relationships. Our aim is to help all children feel a strong sense of belonging, while ensuring they are well supported and cared for. We are committed to working closely with you to provide every child with the best possible opportunity to thrive in all these areas.

This policy outlines the roles and responsibilities of the entire school community, as well as important details regarding the categorisation of absences, attendance expectations and related procedures. Our Attendance policy and all other information can be found on our [school website](#). Adhering to our school procedures is essential, as it helps ensure that all children are in their classrooms, ready to engage in their first learning activity of the day by 8:40 am;

At Hiltingbury Junior School all pupils are expected to arrive on time for every day of the school year. The school day begins at **8.40am**. We advise all parents to ensure their child is on site **prior to this** as the gates open at **8.40am**. The school register will be taken at **8.50am**. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign in and provide a reason for their absence. If their arrival is before **9.15am** it will be recorded as late - L code (Late before the close of register). The school register will officially close at **9.15am**. All pupils arriving on or after this time will be marked as having an unauthorised absence for the session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session.

We appreciate that as Parents and Carers, you have a significant effect on children's attendance and punctuality and we are very thankful for your help and support in ensuring they attend school regularly. There are occasions when a child may be unwell and they cannot attend school. We ask that you continue to contact the school by telephone or by completing the [Google Form](#) which can be found on our website, as early as possible on the morning of the first day of absence and on each subsequent day.

We monitor and review attendance for all children daily, weekly and monthly and if your child's attendance starts to decline we will make contact as part of our procedures either by telephone or letter. To enable you to keep you up to date with attendance for your own child you are able to log into your Arbor account and view this within your child's profile.

We do appreciate every family situation within our school community is different and a key theme throughout the policy is us working in partnership. If you need any help please contact your child's class Teacher in the first instance who will be able to offer assistance and guidance.

Thank you for your continued support. Together, we can make a positive impact on your child's education and well-being.

Best wishes,

Zoe Loosemore
Headteacher