



## School Attendance

At HISN we believe that regular school attendance and punctuality is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults, who are able to realise their full potential and make a positive contribution to their community.

### School Times

Gates Open	8:40am
Gates close	8:55am
Soft start for Reception to Year 2	8:40 – 8:55am
Morning Session Nursery	8:30 – 11:30am
Afternoon Session Nursery	12:30 – 3:30pm
Full Day Nursery	8:30am - 3.30pm
Pick up for Reception to Year 2	3.00pm

### School Office

The School Office is available daily between 8am and 4pm, the contact number is 0208 979 1815 or email [office.hisn@hpp.school](mailto:office.hisn@hpp.school)

### Punctuality

At the start of the day it is really important that your child is in school by 8.30am/12.30pm (Nursery AM & Full Day / PM), 8:55am for Reception and KS1 as this helps them to settle into learning for the day. If your child is late, this is recorded on a daily basis, including the time the child arrives in school and any reason given. All children arriving late after 8:55am must report to the school office where a parent/carer will be asked to sign their child in via our Inventory screen. This is extremely important as your child's class teacher must know they have been registered by the office.

### Absence due to illness

If your child is unwell you should telephone or email the school office by 9:00am.

If we have not received a message with the details of why your child is absent, a member of staff will telephone you to find out where your child is. This is for your child's safety and to ensure that we know they are safe, so please be understanding if you receive a call from us.





If a child is likely to be absent for longer periods of time the school may request that the parent provide medical evidence from a doctor/GP. Medical evidence may also be requested if your child's overall attendance is less than 90% and further periods of illness occur.

## **Absence for other reasons**

Parents/carers **must not** arrange family holidays during term time. Any request for absence should be made by completing the Term Time Leave eform <https://forms.gle/gLxBvaYTNY6VXACx5>. It is at the School's discretion whether any **other** absence is authorised. Absence for other reasons will only be authorised in exceptional circumstances as absence during term time will adversely affect your child's education. Our school is regularly monitored by the Educational Welfare Officer who works with families that have less than 90% attendance.

For further guidance please see the School Attendance Policy which can be found on our website.

## **Collection arrangements:**

There may be times when delays are unavoidable, in this case please contact the school office to inform them of your delay. There may also be times when you will need to make arrangements for your child to be collected by another adult. Please ensure you have informed the office or an adult in your child's class at the start of the day of the change to collection arrangements.

If for any reason you need to go back into the classroom at the end of the day please check with your child's teacher first before entering.

If your child has not been collected within 45 minutes of their dismissal time and we have been unable to contact you, we will contact the educational welfare officer.

