

Dear Parents /Carers,

### **HPP Attendance Policy**

HPP Governors and Leaders have a statutory duty to annually review and update the schools Attendance Policy. Regular attendance and good punctuality at school are not only legal requirements but are essential for children to access a broad and balanced curriculum and to fulfil their educational potential.

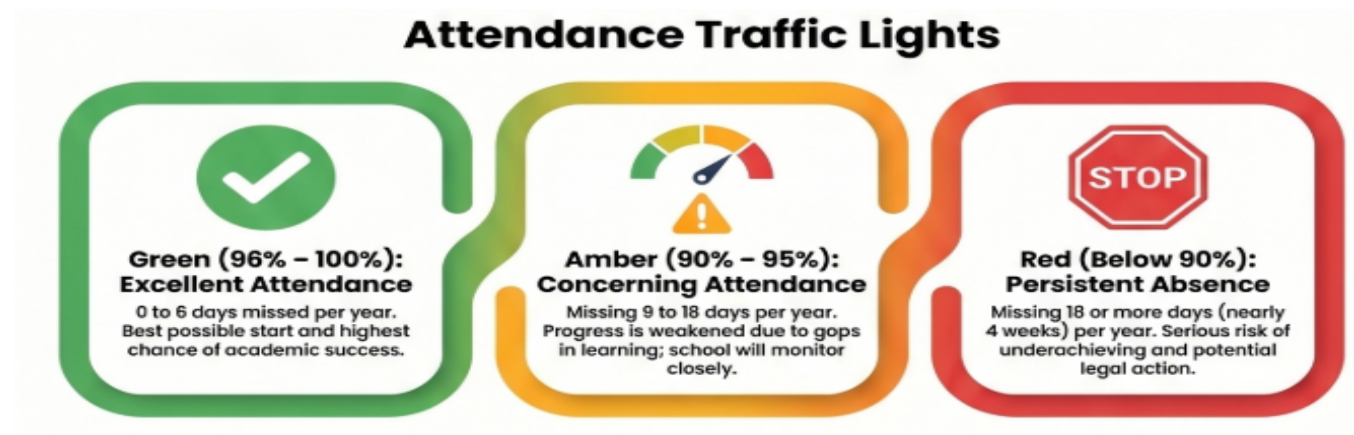
Absence has a significant impact on a child's learning, emotional wellbeing and social skills.

HPP identifies 'excellent' attendance as 96% or higher anything lower than this is a concern.

#### **Monitoring**

HPP uses a Traffic Light System to monitor attendance:

- Green (96%–100%): Excellent attendance (minimum expectation)
- Amber (90%–95%): Concerning attendance; the school will monitor and implement a stage approach to intervention and actions
- Red (Below 90%): Persistent absence; serious risk of underachieving and potential legal action considered



The school follows a stepped process for addressing concerns, starting with awareness alerts (after 4 days of absence) to the class teacher, moving to formal meetings with a member of the Executive Leadership team or Parent Support Advisor. Support plans are put in place when required to ensure attendance improves.



## Reporting Absences

If your child is unable to attend school, parents and carers must:

- Contact the school daily before 9:00 am via telephone or email.
- Provide a reason for the absence and an expected date of return.
- Provide medical evidence (such as a GP note, letter from a GP or hospital appointment) if an absence lasts longer than three days or if a child's overall attendance is already below 96%.

## Punctuality and School Timings

Punctuality is a legal requirement, and late arrivals disrupt learning.

- HISN: Gates open at 8:30 am; registration is at 8:40 am
- HJS: Gates open at 8:40 am; registration is at 8:50 am
- Note: Arriving 30 minutes after registration results in an unauthorised 'U' code for that session.

## Legal Consequences

Parents have a legal duty to ensure their child attends school regularly. Failure to do so may result in a Fixed Penalty Notice (FPN). These fines are issued per parent, per child, and start at £60 if paid within 21 days, rising to £120 if paid within 28 days. FPNs may be issued for unauthorised term-time holidays or persistent lateness.

We hope that school and parents can work together to ensure your child maintains an 'excellent attendance standard' (96+%) so that they benefit from the full access to our curriculum and opportunities.

Yours sincerely

**The Executive Leadership Team**

