

1. Introduction

Our aim is to achieve high levels of attendance and punctuality from our families so that all of our children are given the best possible chance to maximise their learning in school. We want the whole school community to be committed to high levels of attendance and punctuality. The school is responsible for maintaining records of attendance according to government guidance and legislation.

2. School Day

The school day at Trotts Hill is as follows:

Phase	Doors open	Registration	Home Time
Nursery	8.45am	9.00am	12.00pm
FS/KS1	8.45am	8.55am/1.00pm	3.00pm
KS2	8.35am	8.45am/1.00pm	3.00pm

Registers are taken electronically in classes and close after 15 minutes. Any child arriving after registration has closed will be marked as unauthorised absence for that session unless an explanation is provided by letter, email, text or phone call. Breakfast club begins at 8am and is available for all pupils for a fee.

If a child leaves or returns to school during the day, parents must report to the school office and sign their child in and out of school. A record must be kept in the case of an emergency so that registers are accurate.

3. Parent Responsibilities

- Ensure their child attends school regularly, punctually and ready to learn.
- Inform the school of any absences and give reasons for pupils' non-attendance by 9.30am.
- In the event of longer absence keep the school informed and communicate regularly with the school.
- Where appropriate provide medicine to be administered during the day if a child is well enough to attend school.
- Ensure contact details with the school are kept up to date.
- Book doctors and dental appointments outside the school day where possible or alternatively collect and return their child to school with minimum disruption to the school day.
- Notify family and friends of pupils' term dates to avoid special events and holidays being booked during term time.

At Trotts Hill, all staff are responsible for supporting the attendance of our pupils and for dealing with problems that may lead to non-attendance. We aim to create an ethos where children enjoy school and are ready to learn.

4. Punctuality

It is a parents' responsibility that pupils arrive at school on time. Pupils who arrive late must enter by the main entrance and be signed in at the school office. They will also be asked for their choice of lunch for the day.

Parents of persistent latecomers will be contacted by the class teacher or Head teacher in the first instance or will receive a letter reminding them of their responsibilities. Continued lateness will be referred to the Attendance Improvement Officer.

5. Authorised absences

Absence may be treated as authorised for the following reasons:

- Pupil illness
- Religious observance
- Family bereavement
- Pupil attending approved off site activity
- Pupil is participating in an approved public performance or examination.

The Head teacher is responsible for authorising absences. If there is uncertainty in deciding whether absence should be authorised in a particular case, the head will request information and advice from the Attendance Improvement Officer to assist in making a decision. Pupils with ongoing medical needs will be required to provide a letter from the doctor or hospital for school records.

The school secretary will complete records and record absences for any exclusion.

6. Leave of Absence

Leave of absence may only be granted by the Head teacher. Parents who wish to take their children out of school during term time should complete and submit an Absence Request form. These are available from the school office. Holidays during term time will not be authorised.

6. Non Attendance

The school secretary will follow up any absence on the first day by phone call or text. This may be followed up with a letter. Adequate reason for non-attendance must be provided by a parent or carer as the absence will be recorded as unauthorised until such reason has been provided.

Registers are monitored and checked weekly by the Head teacher, and termly by the Attendance Improvement Officer. Letters are sent to parents where attendance falls below 95% and a parent may be invited to attend a meeting

with the Head teacher if attendance falls below 90% or if lateness is a regular concern.

A referral to the Attendance Improvement Officer will be made by the Head teacher if punctuality or pupil attendance is an ongoing concern and parents do not provide sufficient evidence for pupil absence. Ongoing concerns around child welfare and attendance may be referred to Children's Services.

Where a child is absent due to recovery from an operation or more serious illness, the school will support the family with work or a part-time timetable and plan for re-integration. Where a child is absent due to a holiday, work will not be provided.

In line with Hertfordshire County Council's policy, Fixed penalty Notices may be issued to the parents of children who have 21 sessions of unauthorised absence within two consecutive terms. In these cases the County Council guidelines will be followed. Parents may request a copy of this guidance.

7. Promoting Punctuality or Good Attendance.

The school aims to recognise and reward punctuality and good attendance in the following ways:

- Individual rewards or recognition by the class teacher or TA.
- Class rewards for all pupils achieving five days of 100% attendance.
- Weekly attendance tokens for the highest attaining classes.
- Individual certificates for each term for pupils who achieve 100% attendance. Pupils are named in the school newsletter.
- Trophies for pupils who achieve 100% attendance over the school year. Pupils re named in the school newsletter.
- Attendance is reported in the newsletter every fortnight.
- All parents are issued with attendance reports at parents evening in the autumn and spring term and in the end of Year report in the summer term.
- Improved attendance and punctuality will be recognised by letter sent to parents in the spring term.