



SOUTH HILL PRIMARY SCHOOL

'Building Character, Learning Together'

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3rd October 2024

Dear Parents and Carers,

Re: Attendance and Punctuality Policy at South Hill School

Hertfordshire County Council has updated its policies and procedures for attendance and punctuality and we are implementing these changes from the beginning of next half term (4th November 2024). The new policy (including supporting documents) is on our website (Statutory Information, Policies, Attendance); the main changes are outlined in the attached document from Hertfordshire County Council.

The main change is that a lower threshold of 10 unauthorised sessions (5 days) will trigger the issuing of a penalty notice fine.

Please note that at South Hill School:

- **Attendance of children who are late to school and arrive after 9.10 am will be marked on the register as an 'unauthorised absence', unless there are exceptional circumstances.** Please make an appointment with Miss Iroegbu (Pastoral Support Assistant) if you are worried about this and would like support to help you get your child to school on time.
- If your child will be absent from school, you must contact the school office **before 9.00 am** with a full explanation of the absence. The school will decide if the absence will be authorised.
- Each day that your child is not in school you must contact us about their absence.
- Holidays during term time will not be authorised except under exceptional circumstances.

The times of the start and close of the school day for all pupils at South Hill School are:

- Registration starts: 8.40 am
- Arriving after 8.50 am: parents must sign children in at the school office
- Arriving after 9.10 am: parents must sign children in at the school office and the lateness will be marked as an unauthorised absence in the school register
- End of the school day: 3.15 pm (EYFS and KS1) 3.20 pm (KS2)

Yours sincerely

J Donley

Mrs J Donley
Senior Assistant Headteacher
Attendance Lead

