ABSENCE / ATTENDANCE

You may be aware that it is not a statutory requirement for a child to attend education until the term following their 5th birthday. However, here at Highwood we expect full attendance from when your child starts school and that parents work with us to follow our school procedures. Your child will enjoy attending our school and will benefit from an enriched curriculum enjoying daily indoor and outdoor activities.

Parents and carers must inform us if their child is not able to attend school by 9:00am on the first and third day (if still absent). We have a number of ways in which you can contact us.

Email: [absence@highwood.herts.sch.uk](mailto:absence@highwood.herts.sch.uk)

Text: 01923 750175 (ability to reply by text is available)

Phone: 01923 256210 – option 1

Please remember to give your child’s name, class and reason for absence. If your child is ill, we ask that you tell us their symptoms rather than just stating they are unwell.

We pride ourselves on having good overall attendance here at Highwood, which is the result of all parents and carers respecting our Attendance Policy. With your help, we aspire to become an ‘Outstanding’ school. One of the measures looked at is attendance, so we would ask all our parents to work with us towards this goal in ensuring their children attend school regularly.

Our Attendance Policy is published on our website. Please be aware we adhere to the use of Fixed Penalty Notices within our policy. Fixed Penalty Notices may be applied if a child has unauthorised absences of 15 sessions or more in the current and or previous term. This includes taking children on holiday during term time.

Please try to arrange medical appointments outside of school time. If this is not possible, we require evidence of any appointments to be shown at the school office.

If you require any further information on the above please do not hesitate to contact the school office on 01923 256210.

Kind regards

School Office