



School Attendance

We are very proud of our excellent attendance records at Hampton Junior School. Regular attendance and good punctuality at school are legal requirements and have a significant impact on your child’s learning and is essential for children to access a broad, balanced curriculum and to exceed their potential.

School Times

Admin Office opens to parents	8.30am
Gates Open for soft start	8.30am - 8.45am
Lower School - Morning Lessons	8.45am – 12.00pm
Upper School - Morning Lessons	8.45am – 12.10pm
Lunch - Lower School	12.00pm–1.00pm
- Upper School	12.15pm–1.15pm
Lower School - Afternoon Lessons	1.05pm – 3.15pm
Upper School - Afternoon Lessons	1.15pm – 3.15pm
Gates Open to Parents	3.00pm
Late pick up from the office	3.20pm
Gates Close	3.30pm
Admin Office closes to Parents	4.00pm
Club gate opens	4.10pm
Clubs finish	4.15pm
Club gate closes	4.30pm

Punctuality

Being late adds up to a loss of learning.

In the interests of your child’s education the school monitors lateness. Please ensure that your child arrives at school with plenty of time. In order to be ready for an 8.45am start they need to have allowed time to store their lunchbox and/or bicycle and to deposit their mobile phone (E-Form- <https://forms.gle/hRxtMnNmPJFPxxCV8>) with the class teacher. Mobile phones are only permitted for Year 5 and Year 6 children who are walking to and from school independently. Punctuality is very important. It can be distressing for your child if they miss information that is given at the beginning of the school day.

All children arriving after 8.45am must report to the school office where their lateness will be recorded. This is extremely important as your child’s class teacher must know they have been registered by the office. Our school gates lock at 8.45am so they will need to buzz on the intercom to gain access via the school office.





Absence Due to Illness

If your child is absent from school due to illness please notify us by calling the school office before 9.00am on the first day of absence. The office will then call to chase if no email/phone call can be traced.

If a child is likely to be absent for longer periods of time, greater than 3 days, then 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 via the [Request for term time absence](#) form which can also be found in the attendance tab on our website. It is at the Head of 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's Attendance Policy and guide to Fixed Penalty notice statement which can be found on the school's website under, 'about us/policies'.

Collecting your Child at the End of the Day

Please ensure you collect your child promptly from their year group door at 3.15pm. If for any reason you are delayed please inform the school office by 3pm. Your child will be taken to the office to await collection. You will need to sign your child/children out using Inventory in the School Office if they are collected after 3.20pm.

If you have alternative arrangements for collection please inform the class teacher via the school office on office.hjs@hpp.com prior to 2pm so that the office may notify the class teachers in good time.

No parent should access the classroom at any time unless accompanied by a member of staff.

Fixed Penalty Notice

In conjunction with Richmond local authority the school reserves the right to impose a fixed penalty notice.

Collecting your Child from a School Club





The main school entrance gates are open between 4.10pm and 4.30pm. You are welcome to come on site to wait for your child's club to finish. Please ensure your child has been discharged by the person running the club prior to leaving the site. If you need to get an alternative person to collect your child, please contact the club provider directly to inform them.

If you need to collect your child early from a club please ensure you have communicated this directly to the provider and that they have confirmed they will bring your child to you at the gate at the allotted time. The office is unfortunately unable to facilitate this.

If your child has not been collected within one hour of their dismissal time, and we have been unable to contact you, we will contact the Educational Welfare Service.

