

The Hemel Hempstead School

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Headteacher: Neil Hassell BEng (Hons) NPQH FRSA

Letter 28

28th September 2018

Dear Parent/Carer

School Attendance and Punctuality Expectations

Students will have a greater chance of achieving their potential by attending school on a regular basis. At The Hemel Hempstead School we are committed to promoting excellent levels of attendance and punctuality and it is our aim for students to achieve over 95% attendance. We would appreciate your support to ensure that all our students achieve this enabling them to access all of the opportunities available to them at school through their academic studies and extra-curricular activities.

Parents are responsible by law to ensure that their children attend the school at which they are registered regularly, punctually, equipped and ready to learn.

If your child is absent from school or is going to be late, please email absence@hemelschool.com or call the absence line on **01442 390103**. Please contact the absence team on every day of absence. If your child has a prolonged absence from school due to illness or a hospital admission, it would be helpful if you were to provide the school with medical confirmation. It is the Headteacher's decision to mark absences authorised or not but in most cases by parents providing a genuine reason and evidence to support absences, these will be marked as authorised on the register.

Registers are taken twice daily between 8.40am and 8.55am in the mornings and at the start of Period 4. Any student who arrives late to registration or assembly will receive a C1 consequence. Students who arrive an hour after morning registration closes without good reason will be marked with an unauthorised late. The school will follow up lateness, unexplained absences, unauthorised absences and low levels of attendance. Our registers are inspected regularly by the Herts County Council Attendance Improvement Officer to ensure that parents fulfil their legal responsibility of making sure their child attends school regularly and punctually.

Ongoing poor attendance and/or punctuality may result in the school making a request to Herts County Council for a Penalty Notice to be issued (see below) or a referral to the Attendance Improvement Officer when court proceedings may be considered.

Leave of Absence:

The Education (Pupil Registration) (England) Regulations 2006 state that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances. Should parents/carers need to request leave of absence during term time for exceptional circumstances, they must put the request in writing at least 4 weeks before the leave is required. The decision regarding the request for absence will be sent to you in writing.

Please note that The Hemel Hempstead School operates Fixed Penalty Notices for unauthorised absence sessions totalling more than 15 in the current and/or previous term. Leave of absence will be unauthorised

if:

- Leave is taken that has been previously unauthorised by the Headteacher.
- A parent/carer takes their child out of school without prior notification.
- When a child does not return to school on the agreed date following a leave of absence granted due to exceptional circumstances.
- No satisfactory evidence is provided to support an absence.
- The Headteacher decides that the reason for absence is not acceptable for authorisation.

Unauthorised leave of absence exceeding 15 sessions or more will lead to a Penalty Notice being initiated without warning, (please see below).

It is our intention to work with parents and students to ensure good attendance, thus avoiding the need to follow the above courses of action. We will reward good attendance and punctuality and recognise improved attendance.

For further information, please refer to the Attendance section on the school website.

Yours faithfully



Mrs McCausland

Attendance, Behaviour and Intervention Coordinator

Penalty Notices:

If a pupil has at least 15 sessions (half day=1 session) unauthorised absence in the current and/or previous term, including leave of absence where permission has been denied, the Headteacher can apply for the Local Authority to issue a Fixed Penalty Notice. A fine of £60 is issued if paid within 21 days or £120 if paid within 28 days. Parents can discharge potential liability for conviction by paying the penalty. Failure to pay the fine may result in prosecution for the offence.