

# The Hemel Hempstead School

Heath Lane  
Hemel Hempstead  
Hertfordshire  
HP1 1TX  
[www.hhs.herts.sch.uk](http://www.hhs.herts.sch.uk)



01442 390100 (t)

[admin@hhs.herts.sch.uk](mailto:admin@hhs.herts.sch.uk) (e)  
parent contact email:  
[parentmail@hemelschool.com](mailto:parentmail@hemelschool.com)

**Headteacher: Neil Hassell BEng (Hons) NPQH FRSA**

Dear Parent//Carer

## **Re: School Attendance and Punctuality Expectations**

Students 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. We would appreciate your support in our aim to ensure that all our students achieve over 96% attendance, thus enabling them to access all of the opportunities available to them at school, through the academic and wider (extra-curricular) curriculum.

Parents are responsible by law to ensure that their child attends 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](mailto:absence@hemelschool.com) or call the absence line on **01442 390103** if you cannot email. 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, at the start of period 1 in the morning and at the start of Period 4. Any student who arrives late to registration will receive a late mark. Students who arrive very late 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 Local Authority Attendance 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 (see below) to be issued or a referral to the Local Authority Attendance Officer after which court proceedings maybe 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.

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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 pupils 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,

A handwritten signature in black ink, appearing to read 'Mrs McCausland'.

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.