

PARKGATE INFANTS & NURSERY SCHOOL

PARKGATE JUNIOR SCHOOL

Infant & Nursery Headteacher:

Mr G Pritchard

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November 2018

Dear Parents,

Attendance Policy and Penalty Notices

Last year the overall attendance of the pupils coming to school fell. As a result, the Governors of Parkgate Infants and Nursery School and the Governors of Parkgate Junior School have decided that the Schools will introduce a joint Attendance Policy and introduce Penalty Notices beginning in in January 2019.

We are committed to the achievement of all our pupils. We want to ensure that every pupil enjoys coming to school and we will support them to fulfil their potential. Regular attendance and punctuality is vital if this is to happen.

We recognise that there are times when your child may be absent from school because of genuine ill health and for these reasons we will authorise the absence and we will want to work with you to make sure your child's absence is not detrimental to their progress. If your child's level of attendance deteriorates we will contact you and work with you to support and improve their attendance.

However, there may be occasions when the reasons provided by you for your child's absence are not acceptable and we make a decision not to authorise your child's absence.

One of the measures available to us is the use of Penalty Notices. A Penalty Notice may be applied if a pupil has more than 15 sessions of unauthorised absence in the current or the previous term. For example, in the Spring Term it will include the absences from the Autumn Term. In such cases, we will send a letter to you to let you know your child has had a number of absences. We will then follow this first warning with a formal notification, explaining that a Penalty Notice may be issued unless there is an improvement in attendance.

A Penalty Notice is a fine of £60 if paid within 21 days of the notice being issued or £120 if paid after the 21 days but within 28 days of the notice being issued. The fine is paid to Hertfordshire County Council. If the notice is not paid after 28 days then you are liable to be prosecuted. Breach letters are sent individually to each parent (even if they live at the same address) and are sent per child.

Whenever a Penalty Notice is issued, we will always do so in accordance with the guidelines laid down by Hertfordshire County Council. A copy is available for parents on request.

I hope that this letter explains our position regarding the importance of every pupil's attendance and progress but if you wish to discuss this further please do not hesitate to contact me at the school.

Yours sincerely

Handwritten signature of Sarah Pipe in blue ink.

Sarah Pipe
Headteacher

Handwritten signature of Gwyn Pritchard in black ink.

Gwyn Pritchard
Headteacher