



3<sup>rd</sup> September 2021

## RE: Attendance

Dear Parent/Carer,

Firstly, we would like to thank you for your continued support with your child's attendance and remote learning over the past year. We look forward to welcoming our students back and would like to wish a very warm welcome to our new Year 7 students.

We are hoping for a brighter start to the academic year, so with this in mind we would like to emphasise the importance of attending school as all students return next week. Every day, each lesson really counts, now more than ever, as students have missed a vast amount of school over the last year and a half. Attendance to us is not just a figure, it is so much more. Regular attendance is beneficial and essential, as school not only significantly helps your child's academic progress but also helps develop friendships, thus helping with their wellbeing.

### Attendance Support

We would like to remind all of our students/parents that we are fortunate enough to have a very large, supportive pastoral team. Therefore, we strongly encourage you or your child to contact your child's Form Tutor, Deputy Head of Learning, Head of Learning, or the Attendance Officer should your child have any concerns regarding returning to school this September.

### Reporting Student Absences

Where a child is too unwell to attend school, parents/carers must contact the school's Attendance Officer by leaving a message on the attendance line by 8.45am or via the email below. The answer phone is available 24 hours a day. The school requires parents/carers to contact the school on each consecutive day of their child's absence in line with our policy.

### Medical Appointments

If your child has an upcoming medical appointment, please contact the school before the appointment via email: [attendance@hertswoodacademy.org](mailto:attendance@hertswoodacademy.org). All medical appointments will be recorded as unauthorised unless confirmation of the appointment is provided. This can be in the form of a confirmation email/text, prescription, etc.

### Upcoming Dates

| Date   | Event  |
|--|--|
| 6 <sup>th</sup> September 2021                   | Year 7 Induction   |
| 7 <sup>th</sup> September 2021                   | Staggered Start Times: <ul style="list-style-type: none"><li>- Year 7: 8:45am – 2:40pm</li><li>- Year 8: 10:45am – 2:40pm</li><li>- Year 9: 12:45am – 2:40pm</li><li>- Year 10: 9:45am – 2:45pm</li><li>- Year 11: 8:45am – 2:45pm</li></ul> |
| 8 <sup>th</sup> September 2021                   | Years 7 – 11 back to normal school hours   |
| 8 <sup>th</sup> October 2021                     | INSET Day  |
| 25 <sup>th</sup> – 29 <sup>th</sup> October 2021 | Half Term  |
| 29 <sup>th</sup> November 2021                   | Occasional Day   |
| 17 <sup>th</sup> December 2021                   | Last Day of Term   |

*Continued overleaf*

## Holidays

We would like to remind you of our Attendance Policy and holidays during term time. We understand lots of holidays would have been cancelled and postponed to a later date. As per our attendance policy **holidays are not permitted during term time**. It is important to note that only requests that the Headteacher deems as exceptional circumstances will be authorised, backed up by relevant supporting evidence. Parents/carers who remove their child from school during term time, where the absence has not been authorised, may be at risk of legal proceedings such as an FPN (Fixed Penalty Notice) from the Local Authority (Hertfordshire County Council). \*Please see below for further information.

If you have any queries or you wish to speak to someone regarding your child's attendance, please do not hesitate to contact us.

Yours sincerely

Tora Hodge, Deputy Headteacher

### \*Fixed Penalty Notice

If a pupil has at least 15 sessions (half a school day = 1 sessions) unauthorised absence in the current and/or previous term, including leave of absence where permission has not been requested, or requested and denied, the Headteacher can apply for a Penalty Notice to be issued by the Local Authority. The amount payable is £60 if paid within 21 days, or £120 if paid after 21 days, but within 28 days of receipt of the notice. Separate notices are sent to each parent/carer for each child. Parent/carers can discharge potential liability for conviction by paying the fine. Should the fine not be paid in full within 28 days, the Local Authority must consider prosecution.