



## ALBAN WOOD PRIMARY SCHOOL AND NURSERY

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Mr Paul Sutton, Executive Headteacher



HERTS FOR  
LEARNING  
MULTI  
ACADEMY  
TRUST



**WE VALUE: RESPECT, KINDNESS AND AMBITION**

### ATTENDANCE

Dear Parents & Carers,

Due to your fantastic support in the last school year, the attendance of pupils at Alban Wood was 96.1%, which was above the national average. We should all feel very proud of this achievement. On behalf of everyone in the school, we would like to thank you for your continued support.

It is important, therefore, that we build on the success of attendance in the last school year. The issue of unauthorised absence due to holidays still is a cause for concern, so we would like to remind you of the law in relation to this. Only the school can authorise absence and periods of 'leave of absence' will only be granted if there are 'exceptional circumstances'. Holidays are not exceptional. In addition:

The Education (Penalty Notices) (England) (Amendment) Regulations 2013 made changes to the 2007 penalty notices regulations with effect from 1 September 2013. If issued with a penalty notice, parents will be fined £120 for each child, or £60 if paid within 21 days.

A Fixed Penalty Notice could be issued after 15 sessions - 7 1/2 days of unauthorised absences.

The dates of all our school terms this year are on our school website ([www.albanwood.herts.sch.uk](http://www.albanwood.herts.sch.uk)) in the News and Dates section. It is the responsibility of all parents and carers to know these dates and to organise any holiday periods accordingly.

#### LEAVE OF ABSENCE REQUEST PROCEDURES

If you feel that your request for a leave of absence for your child(ren) would fit into the 'exceptional circumstances' category, you need to write a letter stating your reasons for the request and why you consider the circumstances to be exceptional. This letter must be received in advance of the potential absence.

The school is required to monitor the attendance of pupils closely, as absences are considered a potential safeguarding concern. If we suspect that a leave of absence has been taken without the following of the above procedures, we are required to contact you to discuss this.

We would therefore ask for your support with this matter. We fully understand that everyone's circumstances are different and that there are pressures to bear on all families. However, it is important to understand that the law in relation to 'leave of absence' has not changed and as such, it is the role of the school to ensure that it is being applied.

#### PUNCTUALITY

The school day starts at 8.50am and all doors are closed after this. If your child arrives after 8.50am, they must go through the main office and sign in, as they will have missed registration in their class. The school monitors this closely and will contact families if this occurs frequently. It is not acceptable for children to be routinely late.

#### LATE COLLECTION

As a school, we have a responsibility to look after every child until the end of the school day:





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3.00pm is the end of the school day for Reception, 3.05pm for Key Stage 1 and 3.10 pm for Key Stage 2 pupils. Please ensure that you contact the office as soon as possible if you are going to be late collecting your child, so we can make sure your child does not worry. However, unless your child is participating in an after-school club, they should not be regularly picked up late.

If you have any questions about leave of absence, please do not hesitate to contact the school office or myself.

I thank you for your support.

Yours sincerely,

Hazel Pinder  
Acting Head of School