

HEADTEACHER
Mrs E. Fleet, BA (Hons)

ASSISTANT HEADTEACHERS
Mrs E. Murphy, BA (Hons)
Mrs K. Haswell, BEd (Hons)



Bennetts End Road
Hemel Hempstead
Hertfordshire HP3 8DX

Tel: (01442) 406500
Email: admin@reddings.herts.sch.uk
www.reddings.herts.sch.uk

The Reddings Primary and Nursery School

16th September 2021

Dear Parents and Carers

Attendance and Punctuality

I wanted to remind you of the benefits of regular attendance and the systems that are in operation at The Reddings.

Regular attendance is critically important and the link between attendance and outcomes is beyond question. Whatever the media may say, when I am reviewing progress and attainment data at the end of the year, it is really saddening to see children that did not make expected progress due to regular absence and have now fallen behind their peers.

At The Reddings 'regular attendance' is a statistic of at least 96%.

Clearly, there are times when absences are unavoidable due to genuine ill health. However, we do know that children from time to time like to push our parental boundaries and we know when our children are genuinely ill.

In line with Government guidance, if your child is isolating due to COVID this will not affect your attendance.

Should there be a time when the alarm fails to go off it is far better to phone the school and arrive slightly later than planned than for your child to miss a whole day of learning due to "illness".

Attendance is important and the school will be pro-active in contacting you if your child has not arrived and no reason for absence has been provided. We maintain computerised records for absence and these are regularly monitored.

Should you have any issues that are providing a barrier to regular attendance we have Mrs Pelopida, our Pastoral Lead and the Senior Team: Mrs Murphy, Mrs Haswell and myself who are here to support you – simply get in touch with us at the school.



The Reddings operates the Local Authority Penalty Notice system. This is triggered when a child (of school age) has 15 sessions (7.5 days) of unauthorised absence in the current and previous term. This would involve us notifying the Local Authority who may issue a Fixed Term Notice.

From September 2018, 6 sessions (3 days) of unauthorised absence will trigger an official letter which outlines the potential consequences of prolonged unauthorised absences.

Should a child's attendance statistic drop below 90% they are identified as a 'persistent absentee'. At this point the school is unable to authorise any absence without medical confirmation from a medical practitioner. This can only be provided by the parent/carer and parents may incur a cost.

Clearly, we all would wish to avoid these processes and working together will enable us to support and effectively manage medical requirements.

Booking more specialist medical appointments outside of the school day is more difficult. Should you need to take your child to a medical appointment proof of this appointment will be required to enable the school to authorise the absence (M). This could be via letter, e-mail or text.

As you can imagine, a constant flow of children in/out of classrooms interrupts the teaching sequence, so if you are able to make appointments such as regular eye, dental checks or doctor's appointments outside of school hours interruptions in learning time are kept to a minimum.

If your child is unwell and unable to attend school, you need to inform the school by telephoning 01442 406500 and leaving a message on the absence line.

Thank you for your support in this matter.

Yours sincerely



Mrs E Fleet
Head Teacher