

# ANDREWS LANE PRIMARY AND NURSERY SCHOOL

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Dear Parents/Carers

## School attendance, punctuality and Fixed Penalty Notices

Regular attendance and punctuality at school is essential for the high achievement of our pupils. We have worked extremely hard over recent years to improve attendance and reduce the number of days absent for children. Our strategies to improve attendance/punctuality are numerous and we aim to ensure that any barriers to attendance are overcome by supporting parents and pupils.

Regrettably, there are occasions when this support is ineffective and school attendance /punctuality does not improve. With this in mind, I must inform you that from Sept 2017 Andrews Lane Primary School will be adopting the Hertfordshire Code of Conduct "Penalty Notice" for unauthorised absence. A copy is attached.

This will mean that from 1 Sept 2017 if your child has more than 15 sessions (7.5 school days in the current/previous term) of unauthorised absence from school without any medical evidence Hertfordshire County Council will be able to issue **each parent** with an Unauthorised Absence Penalty Notice resulting in a fine being sent to their home address.

The amount of the penalty to be paid will be £60 per parent if paid within 21 days of receipt of the notice, £120 if paid after 21 days but within 28 days of receipt of the notice.

If you require any further information please do not hesitate to contact us.

Yours sincerely

Mrs E Devally  
Headteacher