



Millfield First & Nursery School

Monks Walk Buntingford Herts SG9 9DT

Tel: 01763 271717

Fax: 01763 274178

e-mail: admin@millfield.herts.sch.uk

website: www.millfield.herts.sch.uk

December 2017

Dear Parents/Carers

'The Education Pupil Registration in England', which came into force in September 2013, makes it quite clear that Headteachers may not grant leave of absence for holidays unless there are exceptional reasons and the Headteacher should determine the number of days for which leave is granted. Please read the enclosed information from Hertfordshire Local Authority which sets out related information on attending school.

Any parent or carer, who wishes to discuss the possibility of having time off school, such as booking a holiday, must first put their request in writing to me. I will then contact them in response to their request. Please be aware that the regulations mean that in most cases it is not possible to authorise the absence. Unauthorised absence may result in a fine or legal action.

To ensure full awareness of children's attendance, parents and carers will be contacted by school should attendance become a concern. Please refer to 'Why attending school matters...' to view the impact that poor attendance has on learning.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Laura Kennedy-Weeks'.

Laura Kennedy-Weeks
Headteacher



Working together to meet the needs of all our children



Attending school regularly

Children must attend school regularly and punctually.

Hertfordshire County Council, as the local authority, has a legal responsibility to ensure that every child of school age (aged 4 to 16) is provided with a suitable education. Equally, the law requires that parents must ensure that their child regularly attends the school where he or she is registered. If you do not do this, Hertfordshire County Council may start legal proceedings against you. The authority will seek to ensure that all children will be educated in the correct year group for their chronological age.

Regular attendance

It is important that children arrive at school on time. This helps pupils learn good time-keeping and reduces the chance of classroom disruption. If pupils arrive after the registers have closed (including afternoon registers) without an acceptable explanation, the whole half day session will be marked as an 'unauthorised absence'. If your child has to miss school, it is important to explain why by note, telephone or by going to the school yourself, otherwise the school will automatically register the absence as unauthorised. When the school receives a note or other message it will decide whether or not to authorise the absence. Teachers will ensure that your child has a smooth return to school activities.

Absence from school

Most absences are for good reasons and will generally be authorised by the school, for example: sickness, unavoidable medical or orthodontist appointments (preferably, these should be made after school or during holidays), days of religious observance and exceptional family circumstances e.g. bereavement. The following reasons will not be authorised: looking after the house, looking after brothers and sisters or sick parents, shopping during school hours, birthdays and day trips/holidays.

Holidays

Children should not be absent from school to go on a family holiday. Only in exceptional circumstances may a head teacher give permission for a child to be absent for this reason. Parents should discuss the circumstances with the head teacher who will determine the number of school days a child can be absent, if leave is granted. There is no right to take a holiday in term time and you are strongly advised not to book holiday before discussing your exceptional circumstances with the head teacher. If your child is absent from school because of a holiday which has not been agreed, this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

Need more help?

If you are having difficulties ensuring that your child attends school regularly, you should ask the staff at the school for help as soon as possible. Attendance Improvement Officers also work with schools to provide support and advice.

