

# Lime Walk Primary School

Headteacher:  
Mr R Hutchings

Tel: 01442 262341  
Fax: 01442 211218



Lime Walk Primary School  
Lime Walk  
Hemel Hempstead  
Hertfordshire  
HP3 9LN

<http://www.limewalk.herts.sch.uk>

## **School Attendance and Punctuality reminder**

Dear Parents/Carers,

The staff at Lime Walk School want our pupils to enjoy school and achieve their potential. We are committed to promoting excellent levels of attendance and punctuality and our aim is for pupils to achieve over 96% attendance. We would appreciate your support to ensure all our pupils achieve this, enabling them to take full advantage of the educational opportunities open to them and improve their future life chances.

**Parents are responsible by law for ensuring that children attend the school at which they are registered, punctually and ready to learn.**

If your child is absent from school, please contact us with the reason on the first day of absence. It is the Headteacher's decision as to whether this absence is authorised or not. In some cases, when attendance is very poor, we may ask you to provide medical evidence to enable us to authorise this.

Registers are taken twice daily, at the start of the school day and after lunch. Should your child arrive late after registers close, this will be marked as an unauthorised absence unless there is a reasonable explanation. **Please accompany your child to the office where we ask that you sign them in.** Also, if for any reason you cannot collect your child on time at the end of the day please inform the school as soon as possible. They will then attend our After School club until you arrive to collect them (Please see our late collections policy). The school will follow up lateness, unauthorised absences and pupils with low levels of attendance. Our registers are inspected regularly by the Local Authority Attendance Improvement Officer to ensure parents are fulfilling their legal responsibility of ensuring their children attend school daily.

**On-going poor attendance will result in the school making a request to the Local Authority for a Penalty Notice or a referral to the Attendance Improvement Officer, where court proceedings may be considered.**

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## **Holidays in term time and Penalty Notices**

Headteachers cannot agree leave of absence during term time, except in exceptional circumstances for which schools follow strict criteria. If a pupil has 15 unauthorised sessions (2 sessions per day, morning and afternoon registration) in the current or previous term where permission has been denied, the Headteacher can apply for a penalty Notice to be issued.

The notice requires you to pay a penalty of £60 within 21 days, rising to £120 if paid after 21 days but within 28 days. Each parent is liable to pay a separate penalty and penalty notices are issued for each child to whom the absence relates.

Payment of the penalty enables you to discharge your liability for the offence for the period in question of failing to ensure your child's regular attendance at school. (section 444, The Education Act 1996).

Failure to pay the penalty means you are liable to prosecution for the offence, by summons to appear before the local Magistrates Court. On conviction you may be liable for a fine of up to £1,000 per parent. This is a criminal offence which carries a criminal record. The Local Authority will ask for costs of £125 to be awarded against you.

**Unfortunately, the number of families taking holidays in term time/tagging holidays onto the end of term are increasing this year so this course of action is going to be necessary to avoid further absence.**

The aim of our staff is to work with our pupils and parents so that the above courses of action are not necessary. We always praise good attendance and punctuality and have award assemblies every term to recognise this.

Yours sincerely,

Mr R Hutchings  
Headteacher