



26 April 2017

Dear Parents/Carers,

Attendance Update

In accordance with governors regular review of policies and procedures and following a recent visit from our Attendance Improvement Officer and the focus that Ofsted place on attendance governors have reviewed the school's Attendance Policy in line with current guidelines.

If you wish to view the current Attendance Policy this is available on our school website. However, I would wish to draw to your attention the fact that the main differences are that we will now contact parents if a child's attendance is less than 90% or if they have more than 3 late marks in a half-term.

These measures are designed to ensure that we are safeguarding your children and we would ask for your cooperation in ensuring that your children arrive at school on time.

We would also draw your attention to the appendix regarding Hertfordshire's Code of Conduct Penalty Notices for Unauthorised Absences which we will be introducing.

Kind regards.

Katharine Ellwood
Headteacher

