

Kingsway Infant School

North Approach, Watford, Hertfordshire WD25 0ES.

Headteacher: Mrs Caroline T-Walmsley

Deputy Head: Miss Donna Byrne

Telephone: 01923 675005

Email: admin@kingsway.herts.sch.uk



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Dear Families,

Absence During Term Time

In my welcome back newsletter at the beginning of this term I mentioned that Head teachers no longer have the discretion to allow time off during the school year. Unfortunately this means that I am unable to authorise absences for occasions such as family weddings/days out, holidays or visits to a home country. I would ask that you think carefully before making the decision to take your child out of school for any such occasions. Not only does this have an impact on learning, their absence will be marked as unauthorised.

Should your child have 15 or more unauthorised absences in the current and/or previous term you may be faced with a fixed penalty notice. A penalty notice is issued to each parent and starts at £60 per parent, per child, if paid within 21 days. Failure to pay could result in a **criminal conviction and a fine of up to £1000**, so you can see this is taken very seriously. Any unauthorised absence is damaging to a child's education as well as reflecting badly on the school. Please do not put our school in that position.

Authorisation for such absence will only be granted in **very exceptional circumstances** and is dependent on previous absence records and reason for the absence. We work closely with the Attendance Improvement Officer to manage and improve attendance for individuals and the whole school.

If you would like to read our Attendance and Absence Policy it is available on our website.

Thank you for your support.

Caroline T-Walmsley

Headteacher