

HERTFORDSHIRE COUNTY COUNCIL

Headteacher:
David Pearce



The Valley School
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Dear Parent/Carer

I wanted to take the opportunity to send a reminder about our attendance expectations and our policy and procedures in relation to student absence.

Attendance at school is important and research shows that good school attendance impacts upon success in learning; good attendance helps students to fulfil their potential and gives them a chance of a better future.

This letter is to remind all parents/carers of their legal obligation that requires them to ensure that their child attends school regularly. All schools must follow Department for Education guidance regarding attendance and it clearly states that no child should miss school apart from in exceptional circumstances. Headteachers are not allowed to authorise holidays during term time and any application for absence under exceptional circumstances will be considered on a case by case basis.

A form to request a leave of absence for exceptional circumstances is available on the school website or a hard copy can be obtained from the school office.

If your child is unable to attend school for any reason, for safeguarding purposes, it is imperative that you phone the school or email admin@thevalley.herts.sch.uk before 9.30am to inform us. If we have not received a notification of absence a phone call will be made to check that your child is safe and to ascertain the reason for absence.

When absence first becomes a concern, we will send an attendance letter to parents/carers. If absence continues, we will invite you in for a meeting with the Deputy Headteacher to put an action plan in place to improve attendance. If there is no improvement in your child's attendance, the Attendance Officer will be informed and unfortunately County guidelines state that this could lead to prosecution.

Schools and parents/carers have a shared responsibility to ensure that students attend school regularly. Our aim is to work with families to ensure that all our students receive the most from their education and reach their full potential.

At The Valley School we are aiming for at least 97% whole school attendance. Every day and every lesson counts.

Yours faithfully

Taney Howarth
Deputy Headteacher

