



St. Mary's Church of England VC Infant School

St Mary's Way, Baldock, Herts, SG7 6HY

Telephone: 01462 892347

E-mail: admin@stmarysinfants.herts.sch.uk

www.stmarysinfants.herts.sch.uk

Headteacher: Miss Verity Edey

Deputy Head: Mrs Kathryn Thorp

Tuesday 16th November 2021

Dear Parents/Carers

As we enter our second half term of more 'normal' looking school, I wanted to remind all parents of the attendance expectations at St Mary's Infants School.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. Good attendance enables students to keep up with the work required.

We are required to notify parents when a pupil's attendance falls below 96% over a six-week period for unauthorised absence. For your information only 1.5 days' absence during this period will trigger an attendance rate of below 96%. We are also required to notify parents when attendance falls significantly below 96% due to absence caused by illness.

Parents are responsible for reporting a child not being in school, ideally by 9am on the first day of absence and every day a child will not attend thereafter, unless advised otherwise. If we have not been provided a reason for a child's absence, we will attempt to make contact with parents. If we are unable to make contact, or a reasonable reason for absence is not provided, the absence will be marked as 'unauthorised'.

If a child has at least 15 sessions (half day = 1 session) unauthorised absence during the current and/or previous term, you may be liable for a Penalty Notice and/or prosecution through the Magistrates Court for failing to ensure regular school attendance of your children under Section 444 Education Act 1996, and a fine of up to £2500 and/or 3 months in prison.

If your child's attendance is lower than expected and there are any particular circumstances that the school may not be aware of which is having an influence on them attending school regularly, please do contact me to enable the school to support you however we can.

Yours sincerely,

Mrs K Thorp
Deputy Headteacher



'Sharing, Caring, Learning and Loving with God'

