



The Astley Cooper School

Responsibility Respect Resilience

Dear Parents / Carers

At Astley Cooper School, we believe that your child receiving a full-time, beneficial education is crucial. Our goal is to see your child thrive, achieve the best possible grades, and leave school as well-rounded individuals ready for future opportunities such as excellent jobs, apprenticeships, or go on to further studies.

We are certain that regular and punctual attendance is key to your child's success. We would appreciate your support in our aim to ensure that all our students achieve over 96% attendance across the year. We want them to fully benefit from our exciting and engaging curriculum and extracurricular activities, and not to miss out from their peers. Therefore, we kindly remind you of the importance of ensuring your child's consistent presence at school on time, in full uniform and with classroom equipment ready for learning. If an absence is necessary, please contact the school, as we can only grant leave in 'exceptional circumstances.'

The whistle blows every morning at 8:25am. Registers are taken during registration time at 8:30am and again after lunch at the start of Period 4. Any student who arrives late to registration or lessons will receive a late mark. The school will follow up on lateness, unexplained absences, unauthorised absences, and low levels of attendance. Our registers are inspected regularly by the Herts County Council Local Authority Attendance Officer to ensure that parents are fulfilling their legal responsibility of making sure their child attends school regularly and punctually.

To support your child's learning, **please be aware that missing 5 days in any 10-week period may result in a Penalty Notice given by Herts County Council Local Authority. The Penalty Notice carries an initial fine per parent per child of £80 if paid within 21 days, or £160 if paid within 28 days.** If a Penalty Notice goes unpaid, it could result in Court proceedings for failing to ensure regular school attendance, which may lead to further consequences.

We want to work together to prevent such situations and ensure the best outcomes for your child. Consistent attendance and punctuality are celebrated through various initiatives and rewards to motivate and acknowledge the commitment of our students.

For further information or to discuss this, please feel free to reach out to the Attendance Officer at school or refer to our website where you can view the attendance policy and the Local Authority's Penalty Notice Code of Conduct.



Headteacher: Sam Orsborne
St Agnells Lane, Hemel Hempstead
HP2 7HL 01442394141
admin@astleycooper.herts.sch.uk
[Twitter@Astley_Cooper](https://twitter.com/Astley_Cooper)



The Astley Cooper School

Responsibility Respect Resilience

Please note: When your child is absent, the absence line will send an email / phone call home to inform you. Please check your junk folder and add this email to your inbox. Please also save the automated absence line number 01143034042 (Sheffield area code) to your contact list so you know the school is trying to make contact.

Thank you for your cooperation and understanding.

Yours sincerely

Mr. S Osborne

Headteacher



Headteacher: Sam Osborne
St Agnells Lane, Hemel Hempstead
HP2 7HL 01442394141
admin@astleycooper.herts.sch.uk
Twitter@Astley_Cooper