



Holdbrook

Primary School & Nursery

Alexandra Way, Longcroft Drive, Waltham Cross, Herts, EN8 7QG

Telephone: 01992 716789

Email: admin@holdbrook.herts.sch.uk

www.holdbrook.herts.sch.uk

Dare to Dream:
Aim to Achieve

Headteacher: Mr M Mackey

Tuesday 10th September 2024

Dear Parents and Carers

Re: New Statutory Guidelines for Attendance

I am writing to you as there has been some important changes to attendance which came into effect from 19th August 2024.

The changes are in line with the new statutory guidance from the Department for Education in their document Working Together to Improve School Attendance. There are some key changes to penalty notices for unauthorised absences, please see the attached document from Hertfordshire County Council which sets out the changes in more detail.

It is important you ensure your child attends school regularly and that you notify the school on the first day of absence by the following the correct attendance procedure as outlined in the school's attendance policy.

If you have any questions regarding the new changes or are concerned about getting your child to school, please contact Beverley Englefield who will be happy to meet with you to discuss your concerns.

Yours sincerely

Mr M Mackey
Head teacher

Enc

