



Holtsmere End Infant and Nursery School
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Headteacher

Mrs Nicola O'Connell BA (Hons) MEd (Cantab)

16.9.26

Re: Attendance

Dear Holtsmere families,

Welcome back to a brand-new school year at Holtsmere. We are thrilled to welcome our new and returning families.

We want every child to feel safe, happy, and settled from day one. Good attendance and punctuality give your child the best possible start. Regular school routines help children build strong friendships, feel confident, and make great progress in their learning.

School Day Timings

- **Gates open: 8.25 am**
- **Gates close: 8.55am**
- **School starts: 8.40 am**
- **Registration closes: 9.10 am**
- **School finishes: 3.10pm**

It is vital that your child is in their classroom and ready to learn before the register closes. Arriving late can be upsetting for young children as important early morning activities and Phonics have already begun. If you arrive after the gates close, please bring your child through the main school office to sign them in.

Reporting an Absence

By law, we must record every half-day session a child is absent. If your child is unwell and cannot attend school:

- **Call the school office by 9am on the first morning of the absence.**
- **Provide a clear reason for the absence.**
- **Update the office daily if the absence continues.**

Holidays and Term-Time Leave

Please note that schools are not allowed to authorise holidays during term time. Taking a holiday during the school term disrupts your child's learning and can lead to penalty notices from the local authority.

Our term dates are published here: <https://holtsmereinfants.herts.sch.uk/Term-Dates/>

We Are Here to Support You

We know that parenting young children can sometimes be challenging, and occasional childhood illnesses are expected. If your family is facing any barriers or difficulties that affect getting your child to school, please talk to us early. We are always here to listen, support, and work together.

You can read our full attendance policy here: <https://holtsmereinfants.herts.sch.uk/Policies/>

Thank you for your continued support and partnership in helping your child thrive this year.

Warm regards,

Nicola O'Connell Head Teacher