



December 2015

Dear Parent /Guardian

We take attendance and punctuality very serious and appreciate the affect it has on the children's attitude and learning.

I am writing to bring your attention to our attendance policy (which can be viewed on our website)

Unauthorised absence occurs when we do not receive an acceptable explanation for absence, or when a pupil arrives at 9.15am or later at the start of the school day.

Unauthorised attendance which causes attendance to drop below 87% may result in a referral to Educational Welfare.

Families should avoid holidays during term time, holiday leave will be recorded as an absence, and any leave should be requested through the appropriate form.

I will consider every application on its own merit and either authorise or reject the application.

As from January 1st 2016 any unauthorised holidays will result in a fine being issued.

We are willing to support any child who is experiencing difficulties coming into school. This can only be achieved by working with us to resolve any problems.

Mrs Blaby our Pupil Support Manager, is available to discuss any issues.

Yours Sincerely

Mr Richard Penn-Bourton

Head teacher