

October 2020

Dear Parents/Carers

We are extremely proud of our student community, who take their attendance and punctuality seriously and it is always rewarding to see those students who end the year with 100% attendance year on year. Students have returned to school with a keen focus on their attendance which is pleasing to see.

As we are at the start of a new academic year, we thought it would be helpful to remind you of the school's position around unauthorised leave of absence during term time.

We work closely with our Local Authority Inclusion Service and do issue Fixed Penalty Notices for unauthorised absences in term time and persistent lateness after the registers have closed. As a brief reminder, if parents/carers take their child out of school without the school's permission for 5 or more days, they will be liable to receive a penalty notice. Currently the amount payable under a penalty notice is £60.00 if paid within 21 days, rising to £120.00 if paid between 21 and 28 days. If the penalty notice remains unpaid after 28 days the Local Authority will consider a prosecution in the Magistrates Court. Please note that penalty notices are issued per parent/carer per child, so if there are 2 parents/carers and 2 children they will receive 4 penalty notices.

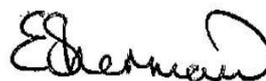
Further details are attached to this letter and in the 'Frequently Asked Questions' about Penalty Notices. Additional information is included on our website and within the attendance policy. If you would like to discuss any aspects of this letter or the attendance of your child/children, please contact the Year Group Leader or Attendance department.

Thank you for your continued support.

Yours faithfully



Joff Easlick
Deputy Headteacher



Emma Sherman
**Student Support Welfare
and Attendance Manager**

Achieving Excellence Together