

20 July 2017

Dear Parents/Carers

We are extremely pleased that our students' take their attendance and punctuality seriously and it has been rewarding to see those students at the end of term with 100% attendance.

As we are at the end of this academic year, we thought it would be helpful to remind you of the school's position around unauthorised leave of absence during term time, in the event you were contemplating booking term time holidays or other events.

We work closely with our Local Authority Education Welfare Service and do, in some circumstances issue Fixed Penalty Notices for unauthorised absences and persistent lateness after the registers have closed. Further information can be found attached to this letter and in the 'Frequently Asked Questions' about Penalty Notices as well as on our website.

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.

We would like to wish you an enjoyable and restful Summer break.

Yours faithfully



Joff Easlick  
**Deputy Headteacher**



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

**Achieving Excellence Together**