

May 2019

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.

As we begin the Summer Term, the holiday booking season is well underway and holiday companies are offering their last minute deals, 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 issue Fixed Penalty Notices for unauthorised absences in term time 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.

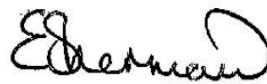
If you would like to discuss any aspects of this letter or the attendance of your child/children, please contact the Year Group Leader or Attendance department.

Thank you for your continued support.

Yours faithfully



Joff Easlick  
**Deputy Headteacher**



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

**Achieving Excellence Together**