

Our Ref: JLL/Attendance

16 January 2020



Dear Parent/Carer

I would like to take this opportunity to remind you of our expectations with regards to school attendance and in particular any absence taken in term time due to a holiday. At Hampton Gardens and within our Trust we strive to ensure every student's attendance is excellent. Any absence from school affects the pattern of a child's schooling and will negatively impact on their learning and progress, which ultimately will impact on their overall well-being.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without good reason is an offence in law and may result in prosecution.

Regular, punctual attendance really helps a student to succeed at school and, for this reason, holidays taken in term time will not be authorised. You may be at risk of a penalty notice being issued should your child miss school for any reasons, which are deemed as unauthorised.

We regularly monitor attendance and should attendance fall below an expected percentage we will inform parents in writing of this and the need to provide medical evidence for any absence due to illness or medical appointment.

Please ensure that should there be a reason to request planned absence for your child from school that you complete a leave of absence request, handing this into school reception one week in advance of the date of absence.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'J Lapish', is written over a thin horizontal line.

Ms J Lapish
Assistant Head of School

Head of School: Alastair Greenwood
Executive Headteacher: Helen Price

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