



"...a beacon of hope..." Ofsted 2007
"...outstanding school..." Ofsted 2010
"...outstanding Children's Centre..." Ofsted 2011

Head Teacher Mr T. W. Sherriff B.Ed. D.A.S.E. M. Ed.

31st October 2016

Dear Parent/Carer

School Attendance and Punctuality

Please note that if you are requesting a leave of absence from school, **this should be done 4 weeks prior to the absence**. Please find a copy of the Holiday List for 2016/2017 and 2017/2018 on the reverse of this letter. All holidays during term time will not be authorised unless under exceptional circumstances and may result in a **fixed penalty notice** being enforced by the Local Authority.

Kind regards

Mrs W Pennington
Pastoral Team Manager

