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2nd October 2023

Dear Parent/Carer

Re: Attendance to School

Good attendance is a key and critical factor in determining a child's educational progress and attainment. We expect all students to maintain excellent attendance and punctuality to ensure their educational success.

We ask that parents and carers support their child to maintain excellent attendance and punctuality. Wherever possible, routine appointments should be booked for outside of the school day and students should only be kept off school if genuinely unwell and unable to attend.

Parents and carers are strongly urged not to book holidays during school term time; no extended leave during term time will be authorised by the Academy. This is in line with guidance from the Department for Education. Removing your child from school during term time to take a holiday will result in a Penalty Notice of £60 per parent/carers, per child. A maximum of one Penalty Notice will be issued, per child in a twelve-month period. Therefore, if further leave is taken in this period, it could result in court action being taken by the Local Authority.

Parent/carers have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

Enclosed is a letter from the CEO of the City of London Academies Trust (CoLAT), Mark Emmerson which addresses the need for all schools in the Trust and all parents and carers to prioritise attendance to school.

If you have any queries or concerns regarding these letters, please contact your child's Head of Year.

Yours faithfully



Ms S Jacob
Principal