Hemingford Grey SCHOOL

Attendance Policy

Date policy was last reviewed and approved	**January 2021**

This policy is linked to our Child Protection and Safeguarding Policy and KCSIE

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1. Aims

The purpose of this policy is to inform all members of our whole school community of the Following, with the principle that regular, uninterrupted attendance is vital to a child's educational progress:

- How the school encourages and enables good attendance
- How the school monitors and reviews attendance
- How the school monitors punctuality and lateness
- Authorised and unauthorised absences
- Leave of absence in term time
- Why attendance and punctuality matter

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly. Children are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have and we will endeavour to encourage the children to attend, and to put in place appropriate procedures to support regular attendance. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a

happy and rewarding experience for all children. There is a strong relationship between pupils' attendance and their development, attainment and progress. Therefore the school is committed to promoting good attendance as part of its dedication to ensure quality educational provision to give its pupils the best start in life.

2. School procedures

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

Parents have a legal duty to ensure that children of compulsory school age attend their registered school on a regular and full-time basis. Parents should ensure that if their child is to be absent from school for any unavoidable reason, such as sickness, they should contact the school by 8:45am on each and every morning of absence. To aid early notification, the school telephone has answer phone facilities in order for a message to be left prior to school opening.
Parents may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents. Should the parents fail to provide a satisfactory reason for their child's absence, the school will record such absence as unauthorised.

Parents should ensure that their child arrives at school from 8.50am for registration at 9.00am. If a child is late his/her parent should take their child directly to the school office. "Late" is defined as the child arriving after 9:00am. It is important that the office is informed directly by the parent to ensure that the register is altered and to stop unnecessary telephone calls enquiring as to the child's absence. If a child arrives after 9:15am, this will result in a 'U' code on the register which constitutes as an unauthorised absence for the morning session.

If your child is absent for illness or any unauthorised reason on the day of a school event taking place after school, the child is not permitted to attend. If your child is late for school on the morning of such events, they are still permitted to attend.

Should your child have sickness or diarrhoea they must not return to school within 48 hours of the last bout of illness.

You are strongly urged to avoid booking a family holiday during term-time. Parents do not have any right or entitlement to take their child out of school for a term-time holiday, and schools will not as a rule authorise leave for such holidays.

The School will only authorise leave for term-time holidays in exceptional circumstances and a child's good current or previous attendance record will not mean that a request for absence during term time will be authorised.
We strongly encourage parents to avoid, wherever possible, making routine medical and dental check-up appointments during school time.

3. Whole School Responsibilities

School staff are responsible for ensuring they promote the schools ethos, set an example of attendance and punctuality and enable the school to keep accurate records of attendance for individual students. Parents/Carers have a responsibility to ensure their children attend school regularly and punctually. Pupils have the responsibility for being on time for lessons and ready to learn.

WHY ATTENDANCE AND PUNCTUALITY MATTERS

Across one school year:
Less than 5 days absence = 97.3% attendance
14 days absence (approx.) = 92.6% attendance

20 days absence (approx.) = 89.4% attendance
30 days absence (approx.) = 84.2% attendance

If a child achieves 80% attendance this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.

4. Persistent Absence

In the event of persistent absence, the following procedures will take place:
At the point that your child has 10.5 days absent, the school may contact the parent/carer to notify them that their child's attendance has fallen below 95%. If further absence takes place, the Headteacher will telephone the parents/carers and a letter will be sent home. If your child has 19 days absent, they will not be able to achieve attendance higher than 90% in the academic year and will be recorded as a persistent absentee and the Local Authority Attendance Officer (LAAO) may be notified. Please note that the LAAO have access to the attendance records of children who attend Cambridgeshire County Council maintained schools and can independently monitor attendance.

5. Registers

Teachers will complete registers online in accordance with the guidance. If the teacher has been advised directly by the parent/carer the reason for absence they will enter the appropriate code in the register and mark a comment against the child's registration mark. If a child is absent and the teacher does not know the reason, they will mark the child's register with an 'N'.

The office will fill in any missing codes when a parent has telephoned explaining their child's non-attendance. A daily record will be kept of all absences compiled from the Class Registers and kept in the school office. When no communication has been received from the child's parent/carer, the office will make telephone calls to the numbers nominated by the parent/carer to ascertain the whereabouts and safety of the child. A home visit may be made if no contact can be made by telephone.

Attendance information is collected daily and this data will be used during meetings with the school's LAAO and the Headteacher. These meetings will, where necessary, agree on attendance targets and will identify respective tasks and follow-up actions for both the school and the LAAO.

6. Punctuality and Lateness

It is important that classes make a prompt and effective start at the start of the school day. The Headteacher monitors lateness of pupils as punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is of extreme importance therefore that all pupils arrive at school on time.

Children may arrive at school from 8.50am and go straight to class. There is no supervision on site for children before this time and the school is not legally responsible for them. Registration is called at 9.00 am and again at 1.15pm for KS1 and 1.30pm for KS2. Registers will close at five minutes after registration times. A pupil that arrives after this time will be marked as 'late' unless the school have previously acknowledged the reason for their late arrival into school.

If a child is late for 3 or more sessions within a half term or 4 or more sessions within a full term, a letter will be sent home. If lateness becomes persistent with no improvement the LAAO will be informed. Punctuality is monitored on a weekly basis and if a concern is flagged, it will be addressed immediately.

Where there are concerns about punctuality, the school will make verbal contact with

parents/carers. If the concerns persist, the Headteacher will write to the parents/carers, including a copy of the child's registration certificate.
If there is no improvement, the school will arrange a meeting with the parent/carer. In the event of persistent lateness, the school may make a formal referral to the LAAO.

7. Illness

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, signed appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. All absence notes for medical appointments or similar and Leave of Absence forms are filed in the child's file.
If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

8. Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence and advance notice is required for authorising these absences by bringing a copy of the medical appointment letter to the school office in advance of the appointment.

However, we encourage parents to make routine medical and dental check-up appointments out of school hours whenever possible. When this is not possible, the pupil should be out of school for the minimum amount of time necessary.

9. Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. See appendix 1 for the DfE attendance codes.

Should a child be absent and no contact can be made with parents/carers via email or telephone by 10:00am, our safeguarding responsibility to ensure the whole family are safe and well may mean that members of staff do a quick 'door knock' at the family home.

Should we suspect that your child may be on holiday, a home visit may be made and a letter hand delivered to your address for parents'/carers' urgent attention – see Appendix 3.

10. Authorised and unauthorised absence

Applications for absence (other than medical or dental appointments) in term time must be made in advance by completing and returning an absence request form to the school office – see Appendix 2.

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013. Also see Appendix 2.

Headteachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application. Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

The Governors consider the following as examples of exceptional circumstances:

- Absence relating to significant trauma. The length of absence determined on an individual basis.
- Exams
- Nationally accredited educational programmes following discussion with the Local Authority, School and the Accredited Body.
- A holiday following significant trauma or bereavement or that the proposed absence is likely to be the last such holiday with a parent, for example.

Requests for any leave of absence must be made in writing to the Headteacher on the appropriate form at least 2 weeks prior to the commencement of the absence period.

The Headteacher will determine how many school days a child may be absent from school if the leave is granted.

Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice.

Applications for Leave of Absence which are made in advance and refused, but still taken, will result in the absence being recorded as "unauthorised". This may result in legal action against the parent/carer, by way of a Fixed Penalty Notice, if the child is absent from school during that period.

All matters of unauthorised absence relating to a Leave of Absence will be referred to the LAAO

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

11. Legal sanctions

Schools are obliged to notify the Local Authority of unauthorised absences where the child is of compulsory school age and is obliged to issue Fixed Penalty Notice Requests to the Local Authority. If the Local Authority issues a Penalty Notice, parents must pay £60 within 21 days or £120 within 28 days and the payment must be made directly to the Local Authority.

Please note that each person with parental responsibility of the child, regardless of whether or not they reside with the child and any adult who has day to day care of the child including step parents, could be liable to receive a Fixed Penalty Notice.

It is important to note, Fixed Penalty Notices are issued to each parent/carer of each absent child, (for example 2 children and 2 parents means that each parent will receive 2 invoices for £120 each, totalling £240 for each child which is reduced to £60 per parent per child if paid within 21 days). The decision as to whether to issue a penalty notice request to the Local Authority ultimately rests with the Headteacher, following the Local Authority's code of conduct for issuing penalty notices. This may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority will decide whether to prosecute the parent.

Should you choose to take your child out of school for an unauthorised absence, the School will not provide homework for your child to do for the duration of the absence.

12. Strategies for promoting good attendance

The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come: that the school is a place where the children are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum. It is clear that children alone cannot ensure their regular and punctual attendance at school. From the outset, parents are encouraged to take an active interest in the work of the School and to build and support their children's enthusiasm for attending school. All staff should make children aware of the importance of good attendance and that children are praised. Each child's attendance record is shared with the parents as part of an annual written report and at Parent Consultations. It follows that individual records of attendance are kept on file and are passed onto subsequent schools.

13. Attendance monitoring

The Attendance Officer monitors pupil absence on a weekly basis who in turn reports to the Headteacher on a half termly basis.

Pupil-level absence data are collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with Governors.

The school will log conversations with parents about attendance to assist in the monitoring of attendance and the offering of support.

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. The school will ensure that staff receive appropriate training and support to appropriately use attendance codes in line with DfE guidance and best practice.

To enable the appropriate coding of attendance or the authorisation of absence, the school may request additional information or evidence, eg. in relation to medical appointments or illness. (Medical evidence may include: an appointment letter, a GP appointment card signed / stamped by a receptionist, a prescription, prescribed medication.)

Regular checks on attendance are carried out by the Attendance Officer and registers are checked by Administrative Staff.

All absences and persistent lateness are investigated. When the register closes the Administrative Staff check the messages and call the parents/carers for any pupils absent without reason.

Attendance data are held electronically on a SIMS Information Management System, accessible by the Headteacher and Administrative Staff who are able to conduct spot checks on individual children and provide comprehensive attendance records.

14. Roles and Responsibilities

The Governing Body

The Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

The Headteacher

This policy will be reviewed annually by the Headteacher and Attendance Officer. At every review, the policy will be shared with the Governing Body.

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notice requests to the Local Authority, where necessary.

The Attendance Officer

The Attendance Officer:

- Will review this policy annually with the Head Teacher
- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the Headteacher and Phase Leaders
- Works with Local Authority Attendance Officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Headteacher when to issue fixed-penalty notice requests to the Local Authority

Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

Office staff

Office staff are expected to take calls from parents about absence and record information on SIMS.

15. Children Missing In Education (CME)

Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps have been taken by the school to establish their whereabouts without success, the school will make an immediate referral to Cambridgeshire County Councils' CME department. Reasonable steps to be taken by school staff include:

- Telephone calls to all known contacts (parents are asked to provide a minimum of two emergency contacts in the event of children not arriving at school without prior notification and also for other emergency purposes)
- Home Visits
- Letters home (including recorded delivery)
- Contact with other schools where siblings may be registered
- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other Service known to be involved with the pupil/family

All contacts and outcomes will be recorded on the pupil's file

In Conclusion

It is our belief that good attendance and punctuality is at the heart of a child's progress and is, therefore, fundamental to our school's success. Hemingford Grey Primary School greatly appreciates parental support to reduce the total amount of days lost due to holidays. The School is committed to working in partnership with parents to enable all children to reach their academic

potential and to support their social development and for this to happen individual attendance needs to be as high as possible and we all need to play our part.

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2

STATEMEMENT RELATING TO AUTHORISED ABSENCE FROM SCHOOL

From the 1st September 2013, amendments to the 2006 regulations state that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Prior to authorising absence, advice may be sought. If a request is not authorised and a child is still taken out of school, details of the absence and child's past attendance will be referred to Cambridgeshire's Local Authority and a possible consequence could be a penalty fine. Please contact the school office should you wish to receive further information about Penalty Notices.

An exceptional circumstance is a one-off unique situation. The Governors consider the following as examples of exceptional circumstances:

- Absence relating to significant trauma. The length of absence determined on an individual basis.
- Exams
- Nationally accredited educational programmes following discussion with the Local Authority, School and the Accredited Body.
- A holiday following significant trauma or bereavement or that the proposed absence is likely to be the last such holiday.

Requests for any leave of absence must be made in writing to the Head Teacher on the appropriate form at least 2 weeks' prior to the commencement of the absence period.

Please note, if you choose to take your child out of school without absence being authorised, homework will not be provided for your child during the period of absence. In most cases, homework will also not be provided for a child whose absence is authorised due to exceptional circumstances.

Four weeks of absence per annum may put your child at risk of being persistently absent and may trigger intervention from the Local Authority Attendance Officer.

Most importantly, please remember that any absence will impact on your child's academic and social progress.

ABSENCE REQUEST FORM (exceptional circumstances only)

To: *The Headteacher of Hemingford Grey Primary School*

I wish to apply to have an 'avoidable' absence authorised, for:

Child's name …….. Class/Year …….

Child's name …….. Class/Year …….

Child's name …….. Class/Year …….

Date from …… date to …… (inclusive)

Name of Parent(s)/Carer(s):

…….....

Address:

……..……

……..

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility. Permission **must** be sought at least 14 days in **advance.**

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months. If the fine is not paid, a possible consequence is that you will be taken to court and this will result in a criminal record.

Signature of Parent(s)/Carer(s) ……..

Response To Parents/Carers

Date of Response ……

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable.

Pupil …… Class …… Current Attendance……

Pupil ……... Class …… Current Attendance……

Pupil …… Class …… Current Attendance……

☐ Absence authorised

☐ Absence unauthorised

from …….. to ……..…… (Inclusive)

Signed ……..…… (Attendance Officer or Head Teacher)

Date……..……..…

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought at least 14 days in **advance.** If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren)'s attendance being satisfactory up to the date covered by this request.

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months. If the fine is not paid, a possible consequence is that you will be taken to court and this will result in a criminal record.

AVOIDABLE ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent/carer per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional or unavoidable reason.

THE FACTS

School aged pupils in British maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.

WHAT YOU SHOULD CONSIDER

Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.

Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.

If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent/carer for each child.

THE LAW

The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides

If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.

If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.

In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.

An exceptional circumstance is a one-off unique situation. The Governors consider the following as examples of exceptional circumstances:

- Absence relating to significant trauma. The length of absence determined on an individual basis.
- Exams
- Nationally accredited educational programmes following discussion with Local Authority, School and the Accredited Body.
- A holiday following significant trauma or bereavement or that the proposed absence is likely to be the last such holiday.

Please contact your child's Head Teacher if you wish to discuss this issue.

The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this information you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

*Penalty Notice £60 per parent/carer per child if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days.

Appendix 3

St Ives Road
Hemingford Grey
Huntingdon
Cambs PE28 9DU

Telephone: 01480 375040

Headteacher: Kirsten Marriott
Deputy Headteacher: Danielle Jones

Date:

Dear

Although you have reported XXXXXXXX absent from school due to XXXXXXXXXX, we have tried to make contact with you to clarify this situation and received XXXXXXX (international dialing code/no answer) when calling you on the home and mobile telephone numbers we hold for you.

As part of our safeguarding procedures we carried out a home visit today, but nobody was at home.

We believe that XXXXXXXXX may be absent from school for unauthorised reasons. The Local Authority requires us to send this letter in such circumstances. If this is the case, you have not followed the correct procedure for requesting leave of absence during term time.

Please make contact with me by telephone as a matter of urgency. **If I do not hear from you before XXXXX pm today, XXXXXXXXXX will be marked on the register with a 'G' code denoting a family holiday. This action is in line with Local Authority procedure.**

We are obliged to inform you that unauthorised absence may result in the serving of a Penalty Notice by the Local Authority or possible legal proceedings.

Many thanks

Kind regards

Mrs Kirsten Marriott

Headteacher

Email: office@hemingfordgrey.cambs.sch.uk
Website: www.hemingfordgrey.cambs.sch.uk