



The Forest CE Federation

'Small enough to care. Large enough to inspire'

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4th May 2016

Dear Parents,

I wanted to bring to your attention changes in the attendance policy from the County council. Attached is a letter from the assistant director for education outlining the changes in parents being given a penalty notice.

In summary

- From June 2016, parents will be fined if their child is absent from school for 5 consecutive days or **5 days** within a six week period and that absence is unauthorised.
- If pupils arrive late after the register has closed, then they will be recorded as an unauthorised absence.

I have attached the letter and also a leaflet explaining the penalty notice.

Kind regards

Eliza Hollis

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