



FOREST VIEW JUNIOR SCHOOL
 Walesby Lane, New Ollerton,
 Newark, Notts, NG22 9RJ
 TEL: 01623 860365
 FAX: 01623 836743
 Headteacher: MR G WORTHINGTON
www.forestview.notts.sch.uk







A/NG/GW/JM

14 September 2016

Dear Parents/Carers

We would like to draw your attention to the new Local Authority guidelines and latest attendance procedures for holidays taken during term time, and other absences that we have to adopt as a school.

If you wish to take your child out of school during term time for the purpose of a holiday you **must** write to the headteacher at least one month in advance, stating the dates you wish your child to be absent and the reason why. **Any holidays in excess of 3 days (6 sessions) taken during term time will be unauthorised, regardless of reasons.** The holiday will be subject to a fixed penalty fine unless it is classed as exceptional circumstances. Exceptional circumstances are extremely rare and there are stringent guidelines that we must follow. You will be notified in writing as to whether the absence will be forwarded to the Local Authority for a fixed penalty fine.

Absence due to bereavement of a close family member would be classed as an authorised absence on compassionate grounds and we would also authorise a day for a family funeral but please always contact the school office and inform them if your child needs to have time off in this circumstance.

It is ultimately the parents' legal responsibility to ensure that their child/ren attend school regularly. If your child is unwell please contact school on the morning of their absence so that the register can be updated. If your child has an appointment at the doctors or the hospital please could you bring the letter or an appointment card so that the office can photocopy it for your child's record card. Schools have been informed by the Local Authority that we should now issue a fixed penalty fine for low attendance but as a school we will try to work with our parents to ensure that our attendance is excellent.

As a school we are always striving to improve attendance working together with our parents, and this shows in our attendance figure for 2015/16 which at 96.2% was an improvement on the previous year.

If you have any queries with regard to our attendance policy please do not hesitate to contact the school

Thank you for your continued support.

Yours sincerely
 Mr G Worthington
 Headteacher