



January, 2020

Dear Parent/Carers,

### **BRIDGE ATTENDANCE REMINDER**

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve their best, which can have a damaging effect on their life chances. At The Bridge Centre our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is a reminder regarding the law that requires parents to ensure that every child should be in regular attendance and punctual.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

#### **Penalty Notice for persistent lateness**

Previously a pupil had to achieve 20 unauthorised late marks before a penalty notice warning could be issued. This has now changed to 10 marks, and late marks do not have to be one after the other in order for the penalty notice to be issued. You are therefore encouraged where possible to ensure your child attends school on time. However, if your child is late you must inform the school of the reason(s) why, as we may be able to offer you some form of advice and support.

#### **Period of time used to measure persistent absence and lateness**

If your child has had 10 days unauthorised absence or is late 10 times over a twelve week period, you may receive a penalty warning notice and also potentially a fine.

#### **Penalty Notice for leave of absence (holiday) in term time**

From 1 January 2018 any period of unauthorised leave may result in you as a parent receiving a penalty notice fine. The Head of School will continue to be the only person able to authorise leave in term time, but this will apply only in exceptional circumstances. Any unauthorised absence will be referred by school to the local authority.

Further details and a copy of the revised Code of Conduct for issuing Penalty Notices can be obtained from the council's website [www.staffordshire.gov.uk/education](http://www.staffordshire.gov.uk/education).



*"Believe, Inspire & Set No Limits"*

**"READY, RESPECTFUL & SAFE"**



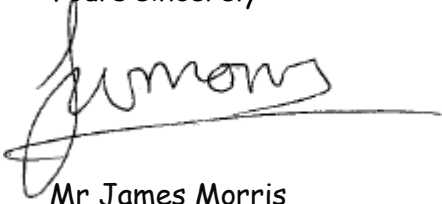
**Contact - ☎ 01543 255872 Email: [office@Bridge.staffs.sch.uk](mailto:office@Bridge.staffs.sch.uk) [www.bridge.staffs.sch.uk](http://www.bridge.staffs.sch.uk)**

We value your feedback. Rate our school at <https://parentview.ofsted.gov.uk>

The vast majority of children at The Bridge Centre have a good record of school attendance, and we recognise the efforts of so many parents to ensure their children attend school regularly. We look forward to your continued support so that together we can continue to achieve the best possible outcomes for the pupils that attend Bridge.

Please do not hesitate to contact me if you have any questions.

Yours sincerely



Mr James Morris  
Head of School