

25 January 2024

Dear families,

We are incredibly proud of our school attendance and would like to say how grateful we are for your support and understanding in getting children to school every day. Children who attend well, achieve well.

We are however, seeing an increase in the number of families requesting extended leave during term time. As an academy, we will decline all requests and are required to inform the local authority of any periods of unauthorised absence that are more than 2.5 days.

. We would like to make you aware that:

- A penalty notice fine of £60 per parent, per child would be issued for any unauthorised leave exceeding 2.5 days. This rises to £120 if not paid within 21 days.
- Legal action will be taken by Bradford Council when unauthorised leave is 20 days or more.
- Legal action will be taken by Bradford Council when two or more periods of leave are taken within a 12 month period.

We would urge all families to consider the information above before considering any application for term time leave.

Attached to this letter is our 'What to Do' for Student Attendance. This document outlines all our academy expectations and processes that support us in keeping attendance levels high.

If you would like to discuss attendance in more detail, please speak to Mrs Khan, our Parental Involvement Worker.

Thank you for your continued support,



Mrs Rebecca Greenwood

Principal

