

## SOMERSET EDUCATION SERVICES

Ash C E V C Primary School, Main Street, Ash, Martock  
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**HEADTEACHER: NICOLA ROBERTS**

5<sup>th</sup> January 2016

Dear Parents,

### ATTENDANCE

Your child is required to be in school by 8.55am ready for registration with their class. If your child is late and misses registration it will now be necessary for the parent/carer delivering the child to school to sign in the "Pupil Signing In/Out Book" at the office.

If you wish to take your child to a medical/dental appointment during school time they will also be required to sign in and out of school.

May we also remind you that requests for absence during term time may only be granted in "exceptional" circumstances. This change was brought about by an amendment to the Education (Pupil Registration) (England) Regulations 2006 which has removed reference to holidays and the ten day period. We also follow the Local Authority's Penalty Notice Code of Conduct where we, as a school, can apply for Penalty Notices and Warning Penalty Notices for unauthorised absence where there are 10 or more unauthorised absences in a 12 week period.

Ash Primary School is committed to providing all children with the best start in life and we work hard to ensure that all children attend school regularly. We have regular meetings with the Education Attendance Officer as Somerset County Council regularly monitor our attendance figures.

If you do need to request a time of absence for your child/children do come and speak to me.

Yours sincerely

Mrs Nicola Roberts  
Headteacher

