

# The Newman Catholic Collegiate



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Catholic Senior Executive Leader: Mr Ian Beardmore

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Friday 8<sup>th</sup> September 2023

Dear Parent/Carer,

I hope this message finds you well. I am writing to bring your attention to our attendance procedures here at the collegiate as we approach the upcoming academic year. It is crucial that we collectively strive to ensure that all our students attend school regularly and minimise unnecessary absences. The success of our schools greatly depends on consistent attendance, and I want to emphasise the importance of students being present in school to reap the full benefits of our well-structured and progressive curriculum.

Furthermore, punctuality is an aspect of attendance that cannot be overemphasised. To address any issues related to persistent lateness, I have instructed our Principals to collaborate closely with our Collegiate Education Welfare Officer (EWO). Parents of students who are consistently late will be contacted to arrange a meeting with the EWO to address these concerns.

The Government has issued clear guidance which states;

***Attendance is mandatory for all pupils of compulsory school age. This means it's your legal duty as a parent to send your child to school regularly if they are registered at one.***

***If you have concerns about your child attending, you should discuss these with your school or college.***

The guidance places a clear expectation on schools to promote attendance and punctuality diligently. I would also like to draw your attention to the Department for Education's stance with regards leave of absence or holidays during term time. The changes make it explicitly clear that Principals are not authorised to grant leave of absence during term time unless there are exceptional circumstances. In fact, granting such requests has become illegal. Moreover, taking unauthorised leave or holidays during term time will result in the Local Authority issuing parents with penalty notices ranging from £60 to £120. The Directors have mandated all Principals to ensure that parents who take their children on holiday or grant unauthorised leave during term time are reported to the Local Authority to enforce these fines. We understand that this may seem stringent, but it is essential to adhere to the law, and our schools have no choice but to follow these regulations. Your understanding in this matter is greatly appreciated.

Each school has published its term dates up to 2025/2026 on its website. I kindly request that you review these dates before making any holiday or event plans that might lead to your child's absence from school during term time.

We greatly value the relationships we have with our students' families, and your continued support is invaluable to us. However, we are obligated to adhere to government advice and enforce the procedure for fining parents who take their children out of school for unauthorised reasons during term time.

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Thank you for your understanding and cooperation in ensuring the best educational experience for our students. Should you have any questions or concerns regarding attendance or related matters, please do not hesitate to reach out to your school's administration.

Thank you for your support.

A handwritten signature in black ink, appearing to read 'I Beardmore', with a horizontal line underneath the name.

Ian Beardmore  
Catholic Senior Executive Leader  
The Newman Catholic Collegiate