



KHD/jm

13th December 2018

Dear Parent/Guardian

On **Monday 17th December**, our students will take part in a range of trips and activities as part of Golden Day. The day has been designed to recognise and reward our students for all of their hard work and for the effort they have put into their studies this term.

It is essential that all students are attending school on this day. Any absence will need to be explained and medical evidence provided where appropriate. The Department for Education Attendance Legislation still applies on this day and it is a legal requirement that students are in attendance as normal.

Where we have reason to believe that a student has deliberately chosen not to attend school without a valid reason, we shall be required to pursue the matter through the Educational Welfare Officer, which could result in the issuing of a Fixed Penalty Notice.

We very much hope that students will enjoy the day and thank you for your support in ensuring that your child continues to have a high level of attendance.

Yours faithfully

Miss K Hayward
Executive Principal