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LR/DB4297

Dear parents/carers,

Please find attached a letter regarding holidays taken during term time and the school's revised attendance policy which follows Oxfordshire County Council's policy.

Below are a few points I thought it would be helpful to draw to your attention:

- **8:40** school day starts
- **8:50** registers are marked and children arriving after this time will be marked as late (Attendance code L)
- **9:10** registers closed and any children arriving after this time will receive a mark that shows them to be on site, but this will not count as a present mark, and it will mean they have an unauthorised absence (Attendance code U)
- Parents are requested to call in/email every day whilst a child is **absent** from school. We are in the process of setting up a dedicated absence telephone line so you will be able to leave this message at any time of the day.
- Should a child be absent for 6 unauthorised half days or 3 unauthorised full days in a period of 6 consecutive school weeks, then the school will issue a **warning notice** and inform the County Attendance Team. The County Attendance Team can issue Penalty Notices for any unauthorised 'Exceptional Leave'. (This is detailed on page 5 of the Attendance Policy.)

Even though term time holidays are only authorised in exceptional circumstances, we would still prefer you communicate these to us and maintain the strong home school relationship. All time out of school affects learning and achievement and we appreciate your support in ensuring your child is in school with us.

Regards,
Lisa Rees
Headteacher