



SHERINGHAM HIGH SCHOOL

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Headteacher: Dr Andrew Richardson

APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL

Dear Parent/ Carer

You will know from recent publicity that we are working very hard to do everything possible to improve students' attendance at school. Currently the attendance target for every student at Sheringham High school is 96%.

As you know from recent newsletters we have sent home to you, there is a clear link between school attendance and exam success. It is, therefore, very important that parents and carers work closely with the school to ensure regular attendance wherever possible.

The School and Government all ask parents /carers not to take holidays in term time. Holidays will only be authorised under exceptional circumstances (see over) and, where leave is unauthorised, parents/carers risk further action such as fixed penalty fines and Fast Track court proceedings. The school obviously wants to work in a positive way to promote a full and productive education for each individual student.

Therefore, before you decide on booking a holiday outside of school holiday dates, please reflect upon the following issue. When a child returns to school he/she will need to catch up on work missed particularly at key times in the school year. This can lead to students becoming very anxious about the amount of work they need to do to be working at the same pace as everyone else in the group. It is very difficult for students to make up work if they haven't received the teaching from the subject teacher in the first place. It is often very difficult to give adequate time to absentees when they return to school.

It is essential that we work together to reinforce the importance of education and the opportunities it gives us to have wider choices in later life. If we allow our children to be absent from school, the message is confused.

I am sure you will do everything you can to help us to support your child. I hope you will agree that education is so important; we need to ensure that students attend as regularly as they possibly can.

If you have any concerns about your child's attendance, do not hesitate to contact his/her form tutor or Head of House. Alternatively, Mrs Melton our student support officer is always ready to give advice and support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Richardson', written over a faint circular stamp.

Dr A Richardson
Headteacher