October 2016

Dear Parent/Carer,

I am writing to give you some further information regarding the attached letter regarding ‘Holidays and Avoidable Absences in Term Time.’

This is a letter which is sent annually to all parents/carers at schools in the Tavistock area and it was written by our Education Welfare Officer.

Last year I was made aware of some concerns and I wanted to explain some of the requirements. The purpose of the letter is to ensure that everyone has been informed in advance of any holiday or avoidable absence. We are required to send the letter addressed personally to the parents of all registered pupils at our school and it explains the procedures and penalties that may apply.

I am delighted to say that the vast majority of children at this school have excellent attendance, 96.5% achieved as an average last year and I thank you for continuing to support the school and your child’s education.

Yours sincerely

Headteacher