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ParentOur Ref: LC/PJC
Your Ref:Direct: ☎ 0118 937 6545
E-mail:

Date: 13 June 2012

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Your RBC contact is: Mrs I Lilleystone

Dear Parents

I am writing to thank you for your support in reducing the number of educational days lost at Reading Girls' School due to pupils having time off during term time for holidays/leave of absence and to inform you about an increase in Fixed Penalty Notices (i.e. fines).

As you know time off from school can seriously impact the continuity of educational progress and reduce chances of academic and social success. If a pupil takes 10 days holiday during any academic year, that pupil can only achieve 94.7% attendance. Any further absence will mean that they will be further disadvantaged with attendance falling even lower.

In line with government policy Reading Girls' School continues to take a strong stance on this issue and we do not routinely authorize leave during term time and never during preparation for examinations or at the beginning or end of the academic year. If the Head Teacher or delegated member of the leadership team, very exceptionally approves a request, your child's attendance record is likely to be taken into account.

Local Authorities have a duty to ensure all children attend school regularly. Reading Girls' School works very closely with Reading LEA regarding issues of attendance. You may already be aware that if you take your child out of school without authorisation you could be issued with a Fixed Penalty Notice. From September 2012 the government has decided that these penalties will increase to £60, doubling to £120 if they are not paid within 28 days. Failure to pay the penalty could result in a prosecution.

However please be aware that our aim in writing to you is to ensure that all parents are supported to achieve the very best chance of success that they can for their children.

Yours sincerely

**LESLEY COLES (MRS)**
Attendance Lead**Mrs V Angus**
Headteacher