

December 2017

Dear Parent / Carer


With effect from January 2018 Staffordshire County council will be implementing some key changes to attendance and punctuality arrangements within schools, see letter attached.

I have provided a summary of the changes below and what they might mean to you:

- **Penalty Notice for leave of absence (holiday) in term time**
Students are not allowed to be on holiday during term time, and any time away from school will result in parents receiving a penalty notice fine from the local authority.
 - You will need to send a letter to the Head teacher requesting any time off during term time.
- **Penalty Notice for persistent lateness**
Parents/carers may receive a penalty notice fine from the local authority where students are late to school on 10 or more occasions.
 - The school gates here at Stafford Manor High School are open by 8am and we also operate a free breakfast club that is available for all students.
- **Period of time used to measure persistent absence and lateness**
Measurement of time away from school and late to school, is now tighter and is measured over a 12 week period, each term, and not over a full year.
 - If your child is having issues getting to school on time, or is having unauthorised time away from school it will help you to work with us so that we can improve the situation.

Should you have any concerns or questions, please don't hesitate to contact the school.

Yours sincerely



Mr R Lycett
Acting Headteacher

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