



**KING HENRY VIII SCHOOL**  
**YSGOL BRENIN HARRI'R VIII**

Headteacher/Prifathrawes: Mrs E. Lewis BA (Hons) MA Ed

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Dear Parent/carer,

As we start the summer term, I wish to remind parents/carers of some key attendance information. In order for your child to achieve success and to reach their potential, it is vital they have excellent school attendance and arrive at school each day on time. To ensure your child achieves the highest possible attendance I thought I would remind you of one aspect of the Welsh Government attendance regulations.

Registration closes for the AM and PM session 30 minutes after the start of school. If your child arrives after 9.10am during the morning session or 2.40pm during the afternoon session they are deemed **absent** for that session even if they arrive in school after this point.

**Fixed Penalty Notices**

In September 2015 Monmouthshire County Council introduced Fixed Penalty Notices for unauthorised absences. The Welsh Government sets high targets for attendance. In order to ensure consistency throughout Monmouthshire, King Henry VIII School will adhere to this policy and holidays taken during term time are strongly discouraged and will not be authorised.

Absences in term time will only be authorised in **exceptional** circumstances and will be dealt with on a case by case basis. I appreciate your continued support to maximise your child's attendance.

Yours sincerely

Mrs E Lewis  
Headteacher