



*Headteacher: Mrs. Jane Mullarkey  
Deputy Headteacher: Ms Trish West*

22<sup>nd</sup> September 2020

Dear Parents and Carers,

As you may be aware, in accordance with government guidelines, we are unable to authorise any request for children to miss school due to holidays or extended leave. Once your leave of absence form is completed, and the request submitted, a decision whether or not to issue a penalty notice will be made. Families may be fined £60 per parent, per child, as a result of children missing education.

One of the main reasons children have poor attendance is due to extended holidays taken during term time.

**12 pupils failed to return to school the first week of term as they were on holiday.**

Our target for attendance is 96%. It is currently **94.8%**. We must work hard to achieve our goal.

“Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school” Department of Education 2013.

Please think wisely when booking to go away and try not to take trips during term time. School is only open to children 190 days each year. A calendar of school terms and holidays can be found in the foyer or on our website.

Every day counts.

Yours faithfully,

Mrs. Prosperini  
Administrative Officer

**WINGROVE PRIMARY SCHOOL**



Hadrian Road, Fenham, Newcastle upon Tyne, NE4 9HN.

**Tel/Fax:** 0191 2735466 **E-mail:** [admin@wingrove.newcastle.sch.uk](mailto:admin@wingrove.newcastle.sch.uk) **Website:** [www.wingrove.newcastle.sch.uk](http://www.wingrove.newcastle.sch.uk)