THIS A GENERAL LETTER FOR INFORMNATION ONLY THAT HAS BEEN SENT TO ALL PARENTS AND CARERS

Dear Parents/Carers,

As we approach the Christmas holiday, please be advised that if your child(ren) are not in school immediately before and/or after the holiday, you must provide evidence that covers each day of absence.

For each day that is not covered by medical evidence or evidence of other extreme circumstances, please note that London Borough of Barnet will be issuing a Fixed Penalty Notice (FPN)

For any periods of planned absences for exceptional circumstances, please collect a form from Reception and give as much notice as possible for us to consider the application for authorisation.

Whilst this letter is specifically about the Christmas holiday, you should note that the same rule applies all year round.

May I remind all parents and carers that absences should be reported by 8.30 on each morning that your child does not attend school. You can report your child’s absence by calling 020 8202 9004 (option 1, and option 1) or ext 228. You can also email: [attendance@hendonschool.co.uk](mailto:attendance@hendonschool.co.uk). This email addressed should also be used to forward any evidence.

Wishing you all a very Merry Christmas and a Happy New Year

Kind Regards,

Mrs P Spray

Attendance Lead