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Interim Headteacher Mrs Bernadette Thomas BEd, NPQH.

YSGOL GATHOLIG CRIST Y GAIR CHRIST THE WORD CATHOLIC SCHOOL

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»,

Re: Unauthorised Absence from School: «chosen_forename» «chosen_surname» DOB:

«date_of_birth» «reg»

Education Act 1996 Section 7
Pupil Registration (Wales) Regulations 2010
The Education Penalty Notices (Wales) Regulations 2013

Information has been sent to all parents at the beginning of term relating to the warning and Fixed Penalty Notice process implemented across Denbighshire schools.

The school are requesting a warning letter when a pupil has 10 sessions unauthorised absence (5 days) and a Fixed Penalty Notice when this level reaches 20 sessions (10 days) which will result in £60 fine.

Your child, «chosen_forename», has now reached the level of unauthorised absence to refer this matter to Denbighshire Local Education Authority for the below action to undertaken.

Warning letter

Fine

Yours sincerely

Mrs R Austin
Interim Deputy Headteacher

c.c - pupil file.

Our Mission Statement

We lay the foundations of *Kindness, Forgiveness, Respect* and *Integrity*. We walk together to build and share these values. We do this as Christ lights our path allowing us to follow Him on our journey through faith. This is our shared mission, allowing all to go forth and live His Word.