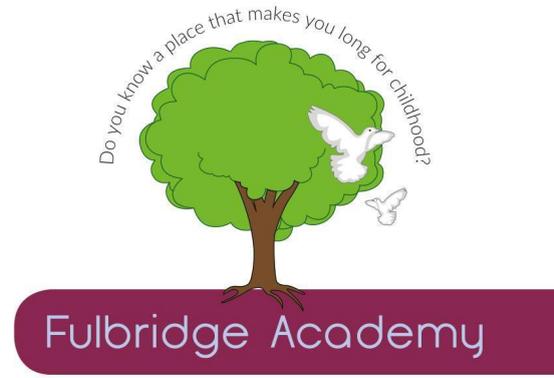




Fulbridge Academy is part of the Four Cs MAT



Fulbridge Academy, Keeton Road  
Peterborough PE1 3JQ  
Tel: (01733) 566990  
E-Mail: [office@fulbridgeacademy.co.uk](mailto:office@fulbridgeacademy.co.uk)  
Principal: Mr Ben Erskine



September 2021

Dear Parent/Carers of Pupils in Reception  
**LEAVE OF ABSENCE AND GOOD ATTENDANCE DURING TERM TIME**

We are delighted that you have chosen Fulbridge Academy for your child and hope that you are pleased with how they are settling in during these first weeks of their life at school.

I am writing to make you aware of the school's position on authorising periods of absence during term time, as this will apply to your child as soon as they become compulsory school age. A child becomes compulsory school age during the term following their 5<sup>th</sup> birthday.

Once your child has turned 5 years old no term time leave will be authorised unless it is deemed as an exceptional/ unavoidable circumstance.

If any unauthorised leave is taken you will be liable to pay a penalty notice issued by the Local Authority.

**In order for us to give your child the best possible education we stress that:**

- Medical appointments must be made after school, at weekends or in the school holidays. (Evidence of any appointments in school time must be given to the school office or emailed to - [office@fulbridgeacademy.co.uk](mailto:office@fulbridgeacademy.co.uk))
- Children MUST be in school on time, doors open at 8.30am and they will be registered as late after 8.50am. It is not always necessary to keep your child at home with minor ailments, you must always try and encourage your child to come to school and trust that we will send them home if necessary. If you feel your child has any of the covid symptoms, please call 111 for advice.
- There is no entitlement to time off for holiday during term time.

Myself and Mrs Delegate, Academy Pastoral Manager, closely monitor attendance; together we can ensure that your child makes the best possible progress through good, uninterrupted attendance at school. **If your child is genuinely ill you must contact the school office before 9am to inform them that your child will be absent from school.**

Yours sincerely  
MR B ERSKINE  
PRINCIPAL OF THE ACADEMY



Fulbridge Academy is part of the Four Cs MAT which is a registered company in England  
VAT No: 120748238 | Company No: 07333133