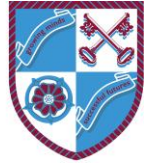


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Headteacher: Mr Michael Hartnell



**Warblington
School**

Growing minds, successful futures

18 July 2019

Dear Parent/Carer

This letter is to inform you that there has been an update in the Hampshire County Council Code of Conduct for Issuing Penalty Notices.

Schools were previously advised that a maximum number of two Penalty Notices could be issued per child before the case should be referred to the Attendance Legal Panel. The Code of Conduct now states **that if a Penalty Notice has previously been issued** (even at a previous school), a second unauthorised absence of 10 sessions out of the last 100, should result in the case being referred straight to the Attendance Legal Panel.

Schools in the Warblington Cluster will therefore be applying this guidance from September 2019 to all Leave of Absence requests.

Thank you for your support in ensuring that your child has regular attendance at school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Hartnell'.

Mr M Hartnell
Headteacher

