



Ref: 2023/24TermDates

## 2023/24 Term Dates

Dear parents and carers,

May I take this opportunity to thank you for your relentless support of the school attendance policy. Attendance continues to be strong across the school and we want to take this opportunity to acknowledge the overwhelming support we receive from families to ensure their child attends school regularly. Like you, we are working really hard to encourage children to come to school every single day. We can cope with colds and headaches in school and would encourage you to send your child into school if at all possible.

Furthermore, in order to support your planning for the next school year, we want to issue 2023/24 term dates ahead of schedule to allow you plenty of time to plan any travel or special arrangements within the school holidays. As you are aware, in addition to the lost learning time, any holidays taken during term time are recorded as unauthorised absences (unless exceptional circumstances) and possibly carry a fixed penalty processed by Staffordshire County Council.

As always, we will continue to enjoy working closely with you to ensure your child attends regularly and enjoys accessing the opportunities their education brings.

As a final point of support, on the reverse of this letter you will find a summary of some the key attendance and punctuality reminders and should you have any further questions relating to attendance, please contact [office@penkridge-middle.org](mailto:office@penkridge-middle.org)

Yours faithfully,

**Mr R Cole**

**Deputy Headteacher**

### ACADEMIC YEAR 2023 - 2024

#### Autumn Term 2023

Term Starts: Wednesday 6th September 2023

Half Term: Monday 30th October - Friday 3rd November 2023

Term Ends: Thursday 21st December 2023

#### Spring Term 2024

Term Starts: Tuesday 9th January 2024

Half Term: Monday 12th February - Friday 16th February 2024

Term Ends: Friday 22nd March 2024

#### Summer Term 2024

Term Starts: Monday 8th April 2024

May Day: Monday 6th May 2024

Half Term: Monday 27th May - Friday 31st May 2024

Term Ends: Friday 19th July 2024

### Inset Days 2023/24

Monday 4th September 2023

Tuesday 5th September 2023

Friday 22nd December 2023

Monday 8th January 2024

Monday 22nd July 2024



## **Attendance and Punctuality Reminders**

### **Reporting absence**

Please contact the school office by **8:45am** on the morning of each absence. If no reason is provided the absence will be recorded as unauthorised on the attendance register.

To inform school as soon as possible of absence **call 01785 413400 or use ClassCharts.**

### **Arriving on time**

**School starts at 8:45am.** Arriving after will result in a late mark being recorded. Should a child arrive after the **register closes at 9:15am** this will be recorded as unauthorised on the register.

**The morning register is taken at 8:45am and the school day ends at 3:20pm.**

### **Medical appointments**

We expect parents to make medical and dental appointments for their children before or after school or during the school holidays, whenever possible. If this is not possible, confirmation of the appointment will be required prior to authorising the absence. Children are expected to attend school prior to the appointment and parents are expected to return their children to school following the appointment. Evidence of such absence can be handed in to the office in person, sent to the office via ClassCharts or emailed to the [office@Penkridge-middle.org](mailto:office@Penkridge-middle.org).

### **Holidays**

**Holidays during term time will be recorded as unauthorised absences** (unless exceptional circumstances) and the local council will process a fixed penalty notice for any parent taking a child out of school for a school holiday. All holidays should be taken in the 13 weeks holiday each academic year.

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01785 413400



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**To: Headteacher Penkridge Middle School, Marsh Lane, Penkridge, ST19 5BW**