

18th November 2025

Dear Parents and Carers

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The Christmas holidays are fast approaching and will begin on Monday, 22nd December.

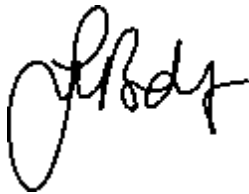
Please be aware that any requests for student absence during the weeks leading up to the holiday will be recorded as unauthorised, unless appropriate documentary evidence is provided and the reason for absence is considered exceptional. For clarity, situations such as booking flight tickets for the wrong date are not regarded as exceptional circumstances.

This is in line with Department for Education guidance and ensures every student has the best opportunity to succeed.

I would like to take this opportunity to remind you that all requests for non-medical absence **can now only** be made via this [link](#). At least 20 days notice must be given; any requests made with less notice will be automatically declined.

We appreciate your continued support in helping us maintain excellent attendance.

Yours sincerely,



Mr T Body

Headteacher