



14 October 2019

Dear Parent/Carers

I would like to take this opportunity to introduce myself; my name is Dan Gaze and I am the Assistant Headteacher based on the Kingsland Campus. I will take responsibility for the daily operational running of the site and whole school attendance.

I am working alongside Central Bedfordshire Council's School Attendance Officer, Nicola Griggs, in order to support young people improve their attendance. Nicola Griggs is happy to discuss any concerns that you may have regarding this letter and you can contact her on 07393239039.

We are aware that many of our young people have medical conditions that mean they attend more regular appointments. We are also aware that this has a significant impact on their wellbeing and their families. However, we have a legal responsibility to ensure attendance is monitored in accordance with national and local policy.

Holidays taken in term time

It is at the discretion of the school to authorise holiday taken in term time. In line with local agreement, we will not authorise holidays in term time, unless in exceptional circumstances. It is still up to your discretion if you take your child out of school but it will be recorded as unauthorised.

Punctuality

School officially starts at 8.50am with an extended registration period until 9.10am.

Please can you ensure pupils arrive before the end of registration. If you have individual circumstances that you would like to discuss, please contact me directly.

Attendance Surgeries

We will be holding attendance surgeries with Nicola. This is an opportunity for us to work together to ensure your child can access education and look at any support necessary to facilitate good attendance.

You can also contact our Family Worker, Faye, if you have any issues you would like to discuss. Her details are ftaylor@chiltern.beds.sch.uk or 01582 866972.

If you have any other queries regarding this letter, please do not hesitate to contact me.

Yours sincerely

Dan Gaze
Assistant Head

The Chiltern School

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