



May 2017/BI/MH/CAJ

# Wright Robinson College

*'Excellence is our Aim'*

Dear parents/Carers

I am writing to remind parents/carers that college will close at 3.15pm for the Half-Term holiday on Friday 26<sup>th</sup> May 2017, College buses will run as normal on that day. College will reopen to students on **Monday 5<sup>th</sup> June 2017 at 8.25am.**

I would also like to inform you that Friday 7<sup>th</sup> July 2017 is an Inset Day and college will be closed to students. College term dates for the remainder of this year and the academic year 2017-2018 can be found on our website <http://wrightrobinson.co.uk/term-dates/>

Wright Robinson College shares the government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

If your child is going to be absent from College please contact the Student Services Team before 9.00am stating your child's full name, year group, reason for absence and your relationship to them. **The absence line number is 0161 826 1032.** In line with the Attendance Policy here at Wright Robinson College we are unable to authorise absences where attendance has fallen below 95% unless medical evidence is provided. This may be a hospital appointment letter/card, prescription slip, surgery/medical centre compliment slip with establishment stamp/date.

If unauthorised absences are incurred the following warning will apply:

Under the Anti-Social Behaviour Act 2003 an authorised officer of the City Council has the power to issue each parent/carer with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of unauthorised absence developing. Each such Penalty Notice incurs a fine of £120.00 to be paid within 28 days, which is reduced to £60.00 if paid within 21 days of the notice being served. Failure to pay a Penalty Notice may result in prosecution.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to your child's attendance.

I would like to take this opportunity to thank you for your continued support of the college.

Yours sincerely

Mr N L Beischer  
Headteacher

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## Our College – Our Community – Our Future

A place of excellence where teamwork ensures learners  
are confident of success and proud of their College and Community

off Abbey Hey Lane, Gorton, Manchester M18 8RL Telephone: 0161 370 5121 Fax: 0161 371 8287  
Headteacher: N L Beischer Bed (Hons) MA Chair of Governors: C Brierley MBE  
Web: [wrightrobinson.co.uk](http://wrightrobinson.co.uk) Twitter: @wrightrobinson

