



St Francis Catholic Primary School  
Queen's Rd  
Maidstone  
ME16 0LB

Friday 29<sup>th</sup> January 2016

Dear Parents and Carers

As of January 1<sup>st</sup> 2016 Kent County Council has introduced a new code of conduct with regard to absence penalty notices. As a result of this our attendance policy now has to state that a warning letter is sent to parents for 10 sessions of absence during any possible school days; these no longer have to be within a term or consecutive days.

A copy of the attendance policy is available for parents to read. Please contact Mrs Corley for further information.

Yours sincerely

Mrs E Blanden  
Headteacher