



09 July 2026

Dear Parents and Carers,

RE: End of term attendance

As we approach the end of the academic year, I am writing to confirm that the final day of term for students will be **Friday 17 July**. Students are expected to attend school every day up to and including this date, as lessons, assessments and important end-of-year activities will continue until the end of term.

We would like to take this opportunity to remind families of the importance of maintaining good attendance, particularly during the final week of the school year. In previous years, we have experienced a significant increase in absences during this period. To ensure a consistent and fair approach for all families, we will be applying our attendance procedures rigorously.

Where a student is absent due to illness, we may request medical evidence from a GP or other healthcare professional confirming that the student was not well enough to attend school. Where appropriate, students may also be expected to attend school to be assessed before an absence can be authorised.

If a student is absent due to an unforeseen family emergency or unexpected travel, we will require appropriate supporting evidence. This may include confirmation of last-minute travel arrangements or other relevant documentation that explains the exceptional circumstances.

We appreciate that there are occasions when genuine and unavoidable situations arise, and each case will be considered individually, with care and sensitivity. However, under the Government's statutory attendance guidance, schools may only authorise absence during term time in exceptional circumstances. Where sufficient evidence is not provided, absences may be recorded as unauthorised and could be referred to the Local Authority for consideration of a Fixed Penalty Notice, in accordance with national regulations.

We would also like to remind parents and carers that students in **Years 8 to 11** are due to return to school on **Friday 4 September 2026 at 11.35 am**. We expect all students to attend on this date, ready to begin the new academic year. If a student is unable to attend due to illness, medical evidence may be requested to support the absence.

We are grateful for your continued support in helping to ensure that every student attends school regularly and benefits fully from the education and opportunities available to them.





ROOKS HEATH SCHOOL
Strive to be your best

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We wish all of our students and families a safe, enjoyable and restful summer break.

If you have any questions or require any further clarification, please do not hesitate to contact the school.

Yours sincerely,

Mr. S Ahmed
Deputy Headteacher, Pastoral



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