



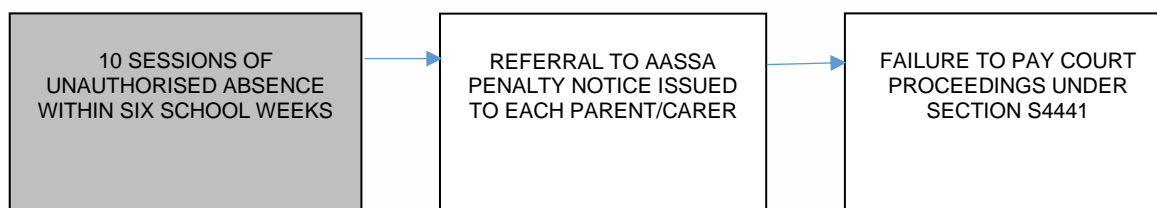
Academic Year 2019/2020

Dear Parent/Carer

We at the Victory Academy are committed to supporting your child's attendance. Studies have shown that in order for your child to reach their full potential, both academically and socially, regular attendance at school is essential.

The Academy, in conjunction with Medway Council Attendance Advisory Service for Schools and Academies (AASSA) will monitor your child's attendance. In the event that your child incurs 10 sessions of unauthorised absence in a six school week period a referral will be made to AASSA and a Penalty Notice will be issued to each parent/carers. Unauthorised sessions are sessions where no medical evidence has been received and/or no contact has been made with the Academy about the absence or the Academy has not approved the reason for absence.

If issued with a Penalty Notice, you will receive a £60 fine, increasing to £120 if not paid within 21 days. Failure to pay the fine will result in a court prosecution for your child's non-school attendance.



We sincerely hope that you will work with us to continue to improve your child's attendance in order that they achieve their academic potential and enhance their future prospects.

If you would like to discuss this further please do not hesitate to contact us.

Yours sincerely

Ms M Gage  
**Director of Education**  
**Principal, The Victory Academy**



**Artsmark  
Platinum Award**  
Awarded by Arts  
Council England



ASPIRE, ENDEAVOUR, ACHIEVE

[www.thevictoryacademy.org.uk](http://www.thevictoryacademy.org.uk)

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