

MB/SD



Dear Parent/Carer



**Penalty Notice Warning**

We have been advised by the Local Authority to issue a penalty notice warning to parents/carers whose child or children attend Cowley international College. These warnings are to be issued each academic year.



I am sure you will agree that good attendance is vital in enabling our students to achieve their individual targets and goals.

If your child is absent from school without authorisation you could receive a fine. If your child's attendance becomes a concern, we will notify you of this and your child will begin a penalty notice monitoring period, if this fails it may result in a fine being issued by the Local Authority.



We are fortunate at Cowley international College to have the support of our parents/carers in securing a good school attendance and I would like to thank you for your continued support.



Your faithfully

*M Bennett*

Michael Bennett

Head of Behaviour and Attendance

