



# Central C E Academy

Orchard Street  
Chichester  
West Sussex  
PO19 1DQ  
Tel: 01243 783709  
Email: [office@centralschool-chichester.org.uk](mailto:office@centralschool-chichester.org.uk)  
Website: [www.centralceacademy.org](http://www.centralceacademy.org)



**Co-Headteachers: Mr Richard Hall BEd MA  
Mrs Lisa Hardy BAEd (QTS) NPQH**

---

5<sup>th</sup> December 2019

Dear Parents and Carers

This letter is informing you of the introduction of Fixed Penalty Notices for unauthorised absences from school, in line with the locality, which will take effect from 1<sup>st</sup> January 2020.

Reducing absence from school is a key priority nationally and locally because missing school damages a pupil's attainment levels and disrupts school routines. Attending school regularly and having a good education helps give children the best possible start in life.

Please see the attached leaflet issued by the Pupil Entitlement Investigation team, which provides more information.

Please do not hesitate to contact myself or Mrs O'Donovan if you have any queries regarding attendance.

Yours sincerely

Mrs Lisa Hardy  
Headteacher