

## APPENDIX E – PARENTAL ENTRY ACTIVATION LETTER

Date

**Parents Name**

**First line of address**

**Second Line of address**

**Postcode**

Dear

Further to the letter sent by HoF on **DATE**, I am writing to you to inform you that XXXXX will now need to be entered as a parental entry to his YYYYY lessons

HoF's letter explained that XXXXX's attendance to lessons had dropped below 90%. It was explained that this was below the 90% minimum required by the school policy and XXXXX's poor attendance was making it difficult to support them sufficiently for his/her coursework portfolios / exams. Unfortunately, XXXXX's attendance has not improved. It is currently at XXXX lessons.

At this stage the school is still prepared to allow XXXXX to be entered for their course / examination but I am now requesting that you pay for their entry. Alternatively, you may decide that it is appropriate that XXXXX pays for their coursework / examination entry. I would fully support this decision as I believe that it may help to ensure that XXXXX takes ownership for their studies.

The cost of the UNIT is currently £XX.XX. You may pay using cash or a cheque which should be made payable to Ken Stimpson Community School. Please include the payment in an envelope addressed to myself on behalf the school and ensure XXXXX puts the envelope into the letter box outside of admin. If you do not agree with this policy or are unprepared to pay for XXXXX's course fees, then you have then please contact Mr Abbott, Assistant Principal, to request an appeal. However, if you feel that raising the finance may be a problem then it may be possible to arrange a repayment schedule and pay in instalments.

If you would like to discuss this matter further, please do not hesitate to contact me. I can be contacted at school on the following number, 01733 765950 or via email at the following email address XXXXX. I would appreciate your support with this matter and look forward to helping XXXXX achieve their potential in this subject.

Yours sincerely

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Examinations Officer