

Kindness  
Self-Belief  
Determination

Meaver Road  
Mullion  
Nr Helston  
TR12 7EB

MULLION SCHOOL



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

13th January 2025

Dear Parents/Carers,

**Re: Reporting Student Absences**

I hope this letter finds you well. At Mullion School we are committed to ensuring that all our students achieve their full potential by maintaining high attendance levels. Regular attendance is vital for academic success and personal development, and we value your support in helping us achieve this goal.

We kindly remind you of the importance of notifying the school if your child is unable to attend. If your child is absent, please contact our Attendance Team as soon as possible on the first day of absence to provide a clear explanation for their non-attendance. You can reach us by phoning 01326 240098 or emailing [attendance@mullion.tpacademytrust.org](mailto:attendance@mullion.tpacademytrust.org)

In accordance with government guidelines, any absence for which we do not receive an explanation will be recorded as unauthorised. Please be aware that unauthorised absences may result in a fixed penalty notice being issued. These penalties are designed to encourage regular attendance and are issued when a student's unauthorised absences meet the threshold set by government regulations.

We greatly appreciate your cooperation in ensuring we maintain accurate attendance records and in supporting your child's education. If you have any questions or require further assistance, please do not hesitate to contact the Attendance Team.

Thank you for your continued partnership in supporting your child's education.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'H Mathias', written in a cursive style.

Helen Mathias  
Deputy Headteacher