



Dear Parent/Guardian,

The Teaching Staff would like to draw your attention to Preston Swimming Club's waiting list which is highly subscribed to. Due to regular absences the teaching staff are having difficulty identifying available spaces within Preston Swimming Club to accommodate those waiting for lessons.

To alleviate this problem it has been agreed to introduce an absenteeism policy effective from September 2007. The policy is as follows:

AUTHORISED ABSENCES

Prior knowledge of any absence due to holidays or religious festivals must be communicated to Preston Swimming Club at least a week in advance. In the event of an illness you must contact The Club on the morning of the absence. In the case of a prolonged illness or injury an indication of how long the child is likely to be absent will be required.

UNAUTHORISED ABSENCES

Your child will be given a slip every time they are absent from a session without notification, this slip is to remind the parent/guardian that an absence has been recorded.

Any child who has three unauthorised absences within a ten week period will be removed from the teaching programme and will have to find alternative swimming lessons elsewhere.

Your contact regarding absences is **Sarah Darragh 07850277275**

We would request that you do not contact Fulwood or West View Leisure Centres as Preston Swimming is run separately from the centres.

The Club apologises for any inconvenience this may cause as we understand that the majority of members do regularly attend, in this respect the policy should not affect you.

Yours sincerely

P G Mason

Peter Mason

Chairman Preston Swimming Club