

Thursday 22nd February 2024

Dear Parents/Carers

Attendance and Appointments

We would like to remind all parents and carers that as part of our Attendance Policy summary, where possible, all appointments (dental, medical etc) should be made out of school hours. If this is not possible then letters or appointment cards will need to be shown to office staff when requesting to remove children from school during the day.

If you do need to remove your child(ren) from school, then please can you ensure they are back as soon as the appointment finishes so they are not missing out on vital education. Any children who are not returned for the remainder of the day may receive an unauthorised absence for the next session unless we receive communication that it is not possible for them to return for illness/medical reason.

If your child is consistently removed from school to attend appointments this may result in you being invited into school for an Attendance Improvement Meeting to discuss the reasons behind and try to support in any way we can.

Thank you in advance for your consideration in this matter.

Kind regards

Joanne Lennon
Headteacher