

November 2017

Dear parent/carer

I am writing to you to thank you for your continued support and to update you on further guidance we have received regarding attendance. As you are no doubt aware the vast majority of our pupils have attendance levels above our minimum expectations of 95 per cent. Pupils are expected to attend school as much as possible, only being absent where absolutely necessary.

Illness is by far the most common reason for absence, however not all illnesses should mean a day off school. To help parents decide whether you should allow your child a day off when unwell, the NHS has produced guidance on common illnesses:

<http://www.nhs.uk/Livewell/Yourchildatschool>

The advice states that common or minor illnesses do not necessitate a day off school – colds, coughs, sore throats and headaches are not reasons for your child's absence from school. Absences for these reasons will unfortunately not be authorised.

Where the length of any absence due to illness exceeds 3 school days, we will ask you to provide us with supporting medical evidence. The evidence we ask for does not incur any cost to you – an appointment card from the GP surgery, a prescription for medication, the actual prescribed medication itself or a hospital appointment letter will all show that your child has been seen by the medical profession.

If there is a situation where we are not provided with such evidence, we may at our discretion elect not to authorise the related absences. In such situations your child's attendance record will show unauthorised absences and we may invite you into the school for a meeting to ascertain what has been going on and to offer any necessary support. If invited, please make every effort to attend as this is an opportunity for us both to raise and address any related concerns we may have.

Yours Sincerely,

David Wright

Deputy Headteacher