29 March 2018

Dear Parents

Attendance
Change of Afternoon Registration Time

I am writing to inform you that we will be changing our afternoon registration time, from straight after lunch, to the end of the day. This will mean that any child who is not present at the end of the school day, will receive an absence mark for the afternoon session.

This change will come into effect when we return to school after the Easter holidays.

We understand that sometimes parents have valid reasons for taking their child out of school, and are aware that some medical appointments during the school day are unavoidable. Please could I ask that you support your child’s education by ensuring:

- Routine dental appointments are booked after school or during the school holidays.
- Optician’s appointments (unless glasses are broken) are not taking place during school hours.
- Where possible your child needs to attend school immediately before an appointment, to be registered and are to return after the appointment.
- Whole days should not be needed for appointments in most instances.
- Appointment cards/letters need to be seen before the appointment. Failure to provide an appointment card/letter will mean that the absence would be recorded as unauthorised.
- Parents should give plenty of notice for unavoidable appointments, in order to create as little disruption for learning as possible.
- We cannot also authorise pupils to be out of school if another family member has an appointment

Any time missed from school is a missed opportunity for learning.

Thank you for your continued support.

Yours sincerely

Beverley Elliott
Headteacher