



Dear Parents

Pupil Absence or Planned Appointments Reminder

I am writing to remind you of the importance of informing school about pupil absence through illness or a planned appointment as far in advance as possible. Our procedures are as follows - please phone school on the first day of your child's absence and leave a message on the answer machine if school is closed. Please phone again later that day or early the following day to let us know whether they will continue to be absent, or not.

It is really important that we know about absences in advance wherever possible. Often we receive messages about pupil absence through passenger assistants, but this is too late to then cancel any supply staff we may have booked which can consequently result in us spending valuable funds on expensive supply staff instead of these funds being available for pupil resources or equipment.

If you are requesting time off for your child during term time, which is not an appointment, please ask your child's teacher or the office staff for an 'Exceptional Leave' form to complete. Again, please do this as far in advance of the planned absence as possible.

Thank you for your consideration and cooperation on this matter.

Yours sincerely

Sarah Edwards

Sarah Edwards
Head Teacher