

CLW/AC

5th October 2016

Dear Parents / Guardians

RE: Absence from School

I am writing to inform you of our change in procedure regarding absences from school. We appreciate that if children are ill or have medical appointments, absences from school are unavoidable and parents are expected to inform school in the following ways. If your child is ill, please telephone the office by 9.15 on the morning of the absence so that we can account for the child's whereabouts and know that they are safe. If your child has a medical appointment, please inform me by email if possible (alison.crawshaw@tedder.lincs.sch.uk) or by note or letter and I will record the absence in the register and inform class teachers. It is expected that the children will be in school prior to an appointment or return after, where at all possible.

All other absences will now be recorded as unauthorised, unless there is an exceptional circumstance. If you intend to take your child out of school, please contact me by email preferably or by letter giving the reasons behind the absence and I will be able to inform you as to whether the absence will be authorised. Emails are secure and I am able to respond quickly. Unauthorised absences do not mean that a fine will be issued, however continued unauthorised absences will be flagged up by the Educational Welfare Service and could result in further investigation.

I hope this will clarify for you our policy in relation to absences. It is designed to support school attendance, which is vitally important for children's progress. Each scheme of work is carefully built on skills to be developed over time and when children miss an important piece of the puzzle as they develop those skills, it can be detrimental to their future understanding.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Mrs Alison Crawshaw
Headteacher