



31st March 2023

Dear Parents/Carers,

As you are aware, the school has adopted a new attendance policy in line with Government Guidance. Although overall school attendance is improving, we have seen an increased number of children who are attending medical, dental and optician appointments during school time. Wherever possible, these appointments should be made outside of school time.

If this is not possible, the school will now ask to see proof of the appointment (email, text, letter) in order to authorise the appointment. Children should also attend school either side of the appointment where possible.

If for any reason, you cannot bring your child to school (sibling absence or parental appointment) this will be marked as unauthorised.

If your child's attendance is below 90%, we may also ask you to provide evidence of illness (medication, Dr's letter or appointment) in order to authorise illness.

We will be asking for this information to be provided after the Easter **Monday 17th April.** At the start of the next academic year, it becomes a statutory requirement that **all schools'** fine parents for taking children out of school for holidays. A penalty notice will be issued per child, per parent of £120.00.

We will continue to support families with meetings and plans so please contact the school if you require additional support with attendance.

Mrs Chauhan
Senior Assistant Headteacher



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