



Tuesday 6 November 2018
hh/attendance/informationletter

Dear Parent

Regular attendance is both a legal requirement and is extremely important as missing school has an impact on learning. High attendance is directly related to both progress and achievement. Please take note of the following information.

Illness and Medical Appointments

Please call the student absence line **01672 515081** on the morning of **every** absent day. Where possible arrange medical appointments out of school hours or during the holidays.

For appointments that you cannot rearrange, please call the absence line with details and provide a note in the planner for your son/daughter to show at Reception. We will not let any students leave the premises without both of these. Students coming into school after morning registration or leaving before the end of school day must always sign in and out at Reception.

For any ongoing medical conditions or a temporary medical condition that has caused a significant time away from school please ensure we have relevant doctor's letters and appointment details. School share a vital part in ensuring that children who are absent from school because of their medical needs maintain their education. If your child is, absent from school for over 10 days it may be necessary for school to seek support for your child. Jackie Rowberry our School Academy Nurse may be contacted by telephone on **01672 516156** ext **617** or email on jrowberry@stjohns.excalibur.org.uk

Leave of Absence Requests

Please complete a Leave of Absence Form to take your child out of school, this can be found on our website or for a hard copy please ask at Reception. It is the Headteacher's decision and only exceptional circumstances will be authorised.

Please continue to work with us. You are more than welcome to contact school to discuss any queries or concerns you may have.

Yours faithfully

Holly Hathaway
Attendance Officer
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