



2 February 2018

Dear Parents/Carers,

Procedures for parents when a child is absent

It is the parent's responsibility to telephone the school to provide reasons for every day that a child is absent.

The school telephones home on the first day of absence for any unknown or unexplained absences.

For hospital and GP appointments evidence needs to be seen by the office for the absence to be authorised (either a letter from the hospital or the appointment card). For all non-urgent dental and GP appointments, parents are asked to make these after school or during the holidays.

If your child has regular absences, has under 90% attendance, or is known to the Education Welfare Officer, the school may require acceptable evidence for each absence, even if only one day is taken.

Please be aware that it is the Headteacher's decision whether or not to authorise any absences, even when the parent informs the school of the absence. However, if suitable medical evidence is provided, usually the school will authorise the absence.

Please note that absence will also not be authorised for:

- Birthdays
- Visiting relatives/airport
- Day trip (not organised by school)
- Holidays
- Parent's/sibling's illness or medical appointment
- Illness before/after a half term holiday

If your child is absent before /after a holiday period, and illness is the reason provided, you will be asked to provide evidence of that illness when your child returns to school. The school has been advised to challenge ALL parents on these absences to minimise extended holidays in term time. Failure to provide acceptable evidence may result in you receiving a Penalty Charge.

Thank you, in advance, for your support.

Yours sincerely,

G Yates

Mrs G Yates
Executive Headteacher
St Leonard's CE
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J Grundy

Mrs J Grundy
Headteacher
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E Challiner

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Mrs D Spiers

Mrs D Spiers
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Mr D Swift

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