



Bayards Hill Primary School

Believe Bigger, Aim Higher

Bayards Hill Primary School
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Mrs Rachel Medley

8th February 2018

Dear Parents/Carers

We are committed to ensuring that your child develops to their full potential in all aspects of their education. In order to achieve this, it is extremely important that your child attends school regularly and punctually. Frequent absences will have a significant impact on their progress.

Our school attendance target is 97%+ attendance for all our pupils and we will work very closely with all parents and pupils to achieve this.

We are writing to inform you that in order to authorise your child's absence from school for any medical appointment, a parent/carer should notify school **prior** to the appointment taking place and evidence must be provided. This can be an appointment card and/or a medical letter from a practitioner or even a text message. The absence will remain unauthorised until medical evidence has been received. We remind you that unauthorised absence can lead to a penalty notice being issued or a prosecution.

Please note that your child should only be absent for the **duration of the appointment** and is expected to attend school **before** and **after** the appointment. Taking full days (unless required to do so) will not be authorised. Where ever possible, medical appointments should be arranged outside of school hours.

Please see overleaf guidance for parents/carers regarding absence from school due medical appointments.

If you have any queries or concerns please contact us.

Yours sincerely

Rachel Medley
Head teacher

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