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19th November 2015

Dear Parents,

I am writing to you to clarify the school's absence procedures as it has come to my attention that parents may not be fully aware of the systems that we have in place, as they have not previously been rigorously monitored.

On the first day that your child is ill and unable to attend school, please inform the school by telephone before 9.00am. When your child is well enough to return to school, please send a note to the class teacher or school office providing the following information:

- Name of child
- Date(s) of absence
- Reason for absence
- Parent signature

If your child is ill for 4 or more days, on their return to school please provide medical evidence from a GP or hospital, if possible, and an absence letter as mentioned earlier.

I would appreciate your cooperation with these procedures as they are put in place as a safeguarding measure and to meet the LA guidance.

Mr Sweetingham
Headteacher