

ELSON JUNIOR SCHOOL
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Headteacher : Mrs Penny Shaw BA (Hons)
Acting Assistant Headteachers: Mrs Alison Ryan BA (Hons) & Mrs Sarah Taylor BA (Hons)

Dear Parents/Carers

Medical Appointments

We are working with Elson Infant school to continue to improve attendance across both schools.

You are required to bring in evidence of all medical appointments in order for the school to keep your child's attendance accurately. This means that we are consistent across both schools.

We are asking parents to try and make non-emergency doctors and dental appointments out of school hours. Absence means your child will miss out on valuable learning and this can have a negative effect on their learning.

Proofs of medical appointments are required by law to code the school attendance registers correctly. School registers are legal documents and must be completed accurately.

We will accept an appointment card, letter, e-mail or text from the surgery or hospital as legitimate evidence. If these options are not available then we will require the attached medical evidence slip to be completed by yourself and stamped at the relevant medical practise/hospital confirming your child's attendance. If you are unable to produce one of the above then the attendance for that session will have to be coded as 'unauthorised'.

The medical evidence slips will be available from the office and can also be found on our school website: <http://elsonjunior.co.uk/letters>.

Thank you for your continued support.

Yours sincerely

Mrs P Shaw
Headteacher

