

Netley Abbey Junior School

Westwood Road, Netley Abbey, Southampton, Hampshire SO31 5EL

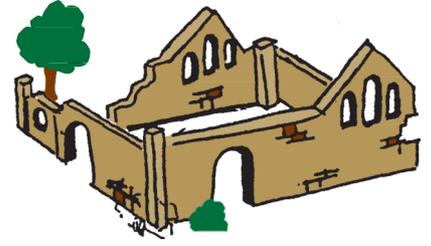
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Headteacher: Mrs. Shirley Nicholas-Bond

Head of School: Mr. Peter Watts

Director of Teaching and Learning: Miss Rosie O' Connor



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Dear Parents

MEDICAL APPOINTMENTS

With attendance being a high priority in schools it is important to maintain a good attendance record to maximise your child's learning potential.

Having reviewed current procedures and with immediate effect, it will be necessary to supply supporting medical evidence for the following:-

- Doctors appointments
- Dental appointments
- Orthodontist appointments
- Eye Tests / appointments
- All hospital/medical appointments and referrals

Failure to supply such information may result in the absence being 'unauthorised'. We appreciate that there may be the need for emergency appointments on occasions and would request that evidence is requested at the appointment and given to the school office on return to school.

LEAVE OF ABSENCE

With regard to requests for leave of absence for any reason and where appropriate, we would be grateful that supporting evidence also be supplied at the time of request. This could include letters regarding sporting competitions, evidence for re-scheduled holidays, letters from employers etc.

We would like to remind all parents that no leave is granted to pupils in year 6 (unless I deem it to be an exceptional circumstance) and that leave should be requested in advance (particularly if requesting leave for a holiday). Please note there is no legal entitlement for time off school for family holidays unless it is considered to be an exceptional circumstance, therefore will be an unauthorised absence and could incur a fixed penalty notice.

"The Headteacher will take into account the previous attendance record when any leave of absence is requested. Headteachers have the right to change absence marks to unauthorised if they have cause to believe that the reason for the absence supplied by the parent is not genuine."

I trust that all parents will continue to support the school in improving and maintaining good attendance patterns.

Yours sincerely

Mrs S Nicholas-Bond
Headteacher