



www.churchtown.org.uk

Executive Headteacher: Mrs. C. Adams
Headteacher: Mrs. J. Payne

Date: 21st February 2023

RE: Medical appointments

Dear Parents/Guardians,

In an attempt to prevent disruption to your child's learning, we request parental support when booking medical appointments. We adhere to work to the guidance released by the DFE 'Working together to improve school attendance', which states:

Code M: Medical or dental appointment 222. Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

We appreciate that there may be a rare occasion that this may not be possible, therefore we would request that you inform the school **in advance** to enable your child's class teacher to record the absence correctly. This can be done by providing the appointment card/letter/text to the school office, or alternatively, you can report an appointment on the Parent App.

If your child has an ongoing medical condition that requires regular time off school, please ensure you inform the school so that we can liaise with relevant parties to ensure that your child is supported and we can accurately record attendance.

It is also very important that if your child arrives late or leaves early, they sign in/out using the school's InVentry system which is located by the front office. Mrs Welsh is available to sign children in between 8:45am – 9:05am, however if your child arrives any later, parents/guardians will need to ensure that this is done correctly. This acts as a safeguarding check and ensures that all our children are accounted for.

If you have any queries or concerns, please ask to speak to Mrs Welsh who is happy to answer any questions.

Thank you for your cooperation.

Yours sincerely,

Mrs H J Welsh
Attendance Officer



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