



LEA ENDOWED C.E. PRIMARY SCHOOL
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Attendance / Appointment Letter to ALL Parents

Dear Parents and Carers,

I am writing to express my concern at the number of children having medical appointments in school time. Whilst I understand that doctor's surgeries and dental practices are now opening up with more appointments, I must urge you to take these appointments, whenever possible, out of school time.

I pride myself on being as flexible as possible but in recent weeks I have had a significant number of children leaving early on a **Friday afternoon for last minute appointments** with no medical evidence to support these absences.

Your child's regular attendance in school is a legal requirement and so I appeal to you to avoid using valuable teaching and learning time for non-emergency appointments.

Please note that should you request to take your child out of school between the hours of 9:00am-3:15pm for an appointment, I may ask for medical evidence to support this.

Thank you for your cooperation with this important matter.

Yours sincerely,

CM Seagrave