



LEIGH XII APOSTLES' RC PRIMARY SCHOOL
NEL PAN LANE, LEIGH, WN7 5JS
TELEPHONE: 01942 674312
SCHOOL WEB SITE: www.twelveapostles.wigan.sch.uk/
HEADTEACHER: MRS S. M. NEWTON BA Hons QTS

November 2019

Reminder re: School's Attendance Policy

We hope that you child has settled back into school after the half term holiday.

We know that sometimes children can be absent from school and so I would also like to draw your attention to the following updated sections of the School's Attendance Policy:

- **You must contact school each day, before 9.30 am, that your child is absent**, unless you previously have given us notification informing us about the length of the absence through medical evidence – an appointment, or hospital letter
- On your child's return to school following an absence, and where no medical evidence has been provided, we request that parents/carers write **a brief note explaining the absence**

Whilst students are not expected to attend school if they are too ill, ie been sick or has diarrhoea, in which case school policy should be followed and your child must be kept off school for 48 hours following the last episode of illness.

Absence levels need to be monitored and managed.

The Department for Education's School attendance guidance states that schools can request parents to provide medical evidence to support student illness. School will request this if your child has had 2 periods of illness within a 12-week period, and if their overall attendance is below 90%. If medical evidence is not provided in these circumstances, your child's absence will be recorded as unauthorised and school will follow this unauthorised absence as per the attendance policy.

Any absences for holidays during term-time will, in most cases be unauthorised unless there are exceptional circumstances agreed by the Headteacher.

Thank you for your support with this.

Mrs A Nelson, Pastoral Support Mentor