



Merstham Primary School

8th July 2019

Dear Parents & Carers

As I am sure you are aware that we have been working really hard to improve the overall attendance at school and we are pleased that there has been an improvement.

We know that when children miss school it has a significant impact on learning and we now need to inform you that, from September 2019, there will be some changes.

If you know your child is going to be absent from school for anything other than, illness or medical appointments, you will now need to request this absence via a form (available from the office), giving full details of the reason for the request.

In line with our Attendance Policy, which can be found on the school website, such absences, may be unauthorised and may be referred to the local education office who may issue a fine.

If your child is ill, you should report this in the usual way via Studybugs on the first day of absence. If your child has a medical appointment, please bring the letter to the office where staff will copy this for our records.

I hope you will support the school by ensuring your child attends regularly and does not take unauthorised absences during the school year.

Yours sincerely

Gavin Oulton
Headteacher

