

4 January 2023

Dear Parent/Carer,

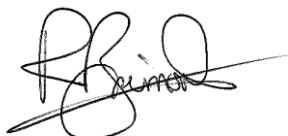
### **Key attendance reminders**

It has been such a pleasure to welcome back all children from the Christmas holiday. As we begin our new term, I wanted to remind you of some important messages concerning our attendance routines:

- **Students must attend school each day and on time.**
- Should your child be too ill to attend school, a message should be sent to [absence@theweald.org.uk](mailto:absence@theweald.org.uk) by 8.30am on the day of absence with the reason fully explained. Alternatively an absence can be reported by calling the school on 01403 787200.
- If your child's absence lasts for more than one day, we require daily updates via [absence@theweald.org.uk](mailto:absence@theweald.org.uk).
- We kindly ask that all medical appointments which have to be made during the school day are arranged in the afternoon to minimise the amount of school time missed.
- Please provide the school with as much notice as possible regarding any medical appointments.
- All absences for medical appointments should be confirmed with a copy of the appointment card/letter - these should be shared with student reception via [absence@theweald.org.uk](mailto:absence@theweald.org.uk).
- Other requests for absence should be made in writing using our request for leave of absence form available on request from student reception or your child's head of house with as much advance notice as possible.
- If you are collecting your child for a medical appointment or other authorised reason, please do so in person at the main reception. We cannot allow a student to leave site during the school day without the parent/carers being present to collect, and we require advance notice.

The full attendance policy is available to read on our school website. If you have concerns regarding your child attending school, please contact your child's tutor, head of house or our family liaison officer as quickly as possible. If you have any questions, please do not hesitate to contact me at [rbrimacombe@theweald.org.uk](mailto:rbrimacombe@theweald.org.uk).

Yours faithfully,

A handwritten signature in black ink, appearing to be 'R. Brimacombe', with a stylized flourish extending from the end.

Mr R Brimacombe  
Assistant Headteacher