



Tadcaster Grammar School

'A Culture of Excellence'

WWI/SLU

November 2018

Dear Parents

Student Attendance

I am writing to remind parents of the procedures we follow with regards to student attendance.

Student absences

If your child is absent we must be informed of the reason on the first day of absence and each of the subsequent days. Please contact school before 9:00 am on 01937 837609. On your child's return to school, please ensure that you confirm the reason for their absence with a note/email addressed for the attention of the Attendance Officer.

Pre-arranged appointments

Parents are encouraged, as far as possible, to arrange medical appointments out of school hours, but if you know of a forthcoming absence we ask that you inform the school in advance via the Attendance Officer (attendance@tgs.starmat.uk). Students will need to sign out/in with Attendance and parents should collect their child from there. Medical evidence is required for each medical appointment that impacts on school attendance. Examples of appropriate medical evidence are: appointment slips, appointment letter/medical letter etc. We do appreciate, however, that it is often difficult for parents to obtain written confirmation of medical appointments. In these cases parents can request 'Medical Authorisation Cards' from school to take with you to the appointments to confirm your child's attendance. Parents must ensure the card is stamped, dated and signed by the practice to confirm their child has attended a medical appointment and then returned to the Attendance Officer at school.

Students taken ill during the school day

If your child is taken ill during the school, they will need to report/be taken to our School Health and Curriculum Support Manager. They will be assessed and if they are unfit for school, parents will be called and asked to collect them, from the Main Office.

Recently I have become aware that we have had some occasions when students have directly contacted their parents when they have felt unwell and parents have collected their child without informing the school. As you will understand this creates a serious safeguarding issue and it is crucial that this does not happen. Please can I ask that you ensure that your child is reminded of the correct procedure.

Thank you, as always, for your support.

Yours sincerely

Mrs W Wilson
Head of School

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