

1st December 2014

Dear Families

Polite reminder of procedures for reporting pupil absence

1. Parents and carers of any child who is absent must notify the Academy before 9.30am at the latest by telephone on each day of absence
2. Once a student returns to school the absence needs to be supported by a letter accompanied by medical evidence where applicable
3. Any pre-booked medical appointments should be registered with the Academy office before the event happens. This will prevent any unnecessary phone calls or unauthorised absences
4. If you are requesting that your child be absent from school to accompany you on holiday, this request must be made in writing to the Principal, outlining the exceptional circumstances for the absence during term time

The aim at Milestone Academy is that all students achieve at least 95% attendance and arrive to school on time. Students should arrive at school by 8.55am each day and be collected at 3.15pm.

If you have any concerns regarding your child's attendance or punctuality, please do not hesitate to contact the office.

Thank you for your co-operation

Yours sincerely

Nigel Jones
Principal