

Head Teacher:
Tel: 01922 490190
Fax: 01922 490199



LEAMORE LANE,
WALSALL,
WEST MIDLANDS, WS2 7NR

5th November 2018

Dear Parent/Carer,

Medical Appointments

Mary Elliot is an inclusive school working in partnership with parents and carers to achieve good attendance. We believe that regular attendance is linked directly to achievement which will empower your children to gain essential academic and social skills for life.

Attendance is closely monitored and we are aware that sometimes medical appointments may happen during the school day. If your son or daughter has a medical appointment during school hours, I would kindly ask for you to provide a copy of the appointment letter or card so that I can verify Students attendance. If you have been informed that medical evidence will be required for all absences and you do not provide any evidence then the absence will be unauthorised.

The Education Welfare Service officer reviews all unauthorised absences weekly as a result you may receive a telephone call / home visit or be invited into school to discuss the unauthorised absences.

Should you have any questions, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read "S. Fogarty".

Sharon Fogarty
Interim DSL and PSA