September 2020

Dear Parent/Carers,

As you know, a good education gives your child the best possible start in life. A good education helps young people to obtain secure employment and develop into mature and responsible citizens. The purpose of the Education (Welfare) Act 2000 is to encourage regular school attendance and participation in education and training for as long as possible.

Under the law, every child must attend school regularly. As a parent, you must let the school know if your child is absent and the reason why. If your child is ill, we will require a daily update on your child’s wellbeing. As of Monday 3rd February 2020, we will need to be provided with proof of the illness. This could be an appointment card stamped by the doctors, a medicine bottle or the prescription from the doctors. This could be via photo to the school email address [postbox@phoenix.attrust.org.uk](mailto:postbox@phoenix.attrust.org.uk) or the physical item bought into school.

If your child is ill but does not require a Doctor’s appointment, or is having over the counter medicine at home then please advise school of this and bring in any medication given.

Please do not be offended when you are asked to produce this by the office as this procedure has been implemented at Trust Level and falls into line with all of our other Academies.

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

Yours Sincerely

Miss E. Phillips

Interim Principal