



# Forest Gate Community School

18<sup>th</sup> March 2019  
Ref: SH/SS

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Head of School: Charlotte Whelan  
Executive Headteacher: Simon Elliott

Dear Parent/Carer

## Re: Attendance and Punctuality

Good attendance and punctuality to school is vital to ensure the educational success of your child. As a school we work very hard to ensure that your child is given the best opportunities to develop academically and personally. We rely on your continued support to ensure your child achieves their very best.

Please could I take this opportunity to remind you that all appointments such as doctor or dentist appointments, should be made out of school time. This will ensure your child's learning and progress is not adversely affected.

We understand that occasionally it is unavoidable that appointments are arranged during school hours such as hospital appointments. Please provide your child with a note and a copy of the medical letter appointment to show to their Head of Learning, who will grant permission for your child to attend and be absent from school. If we do not receive this note and a copy of the medical appointment, it will be treated as an unauthorised absence. Your child will still be expected to be in school before and after the appointment, allowing for travelling time.

I look forward to your continued support in ensuring medical appointments are prior arranged outside of school time, to ensure your child does not miss valuable learning time in school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Hussain', written over a horizontal line.

Mr S Hussain  
Assistant Headteacher