 Date:

Our Ref: Medical evidence letter

Reply to: Mr Michael Bissett

At: Waterleat Road

Address

Dear Parent

# Re: Absence from school due to illness.

I wrote to you on the (Date) (copy of letter attached) advising you that if (Student Name) had any further absences from school due to illness/medical appointments then some form of medical evidence would be required for each period of absence.

Since this date (Student Name) has had a number of missed days due to illness which we need **medical evidence** for before the absences can be authorised; I have highlighted these on the attached sheet. Alternatively a note from the GP explaining any on-going medical conditions would be sufficient.

Please could the evidence be submitted to the Attendance Office **ASAP**; failure to provide evidence will see the absences being recorded as unauthorised. The Attendance Improvement Service at the Local Authority may issue Penalty Notices to parents where a pupil has lost at least 10 sessions (5 days) to unauthorised absence; (Student Name) currently has **10** unauthorised absences on his/her record.

If you wish to discuss (Student Name)’s attendance with me further please do contact me on (01803) 403005.

Yours sincerely

### Mr Michael Bissett

**Attendance & Welfare Officer**