

**Woodthorne Primary School**

Woodthorne Road South  
Tettenhall  
Wolverhampton  
WV6 8XL



Email: [woodthorneprimaryschool@wolverhampton.gov.uk](mailto:woodthorneprimaryschool@wolverhampton.gov.uk)

Web: [www.woodthorneprimary.org](http://www.woodthorneprimary.org)

**Headteacher**

Mr T Hinkley

**Chief Executive Officer**

Mrs A Cheema OBE



Part of Perry Hall Multi-Academy Trust  
Company Number: 08566185

Tel: **01902 558544**

4 January 2021

Dear Parent/Carer

It is school policy that we keep you informed of attendance monitoring. Your child is now 5 years old and their attendance at school is now therefore compulsory. Your child's attendance will now be monitored by the council's Educational Welfare Officer on an ongoing basis.

As such, we are writing to highlight our attendance policy so that you know what the requirements are if your child is unable to attend school due to illness:

Above 95% attendance

- Contact school on every day of absence

Below 95% attendance

- Contact school on every day of absence
- Provide medical evidence of illness: this could be
  - A GP appointment card (name/date/time clearly stated)
  - Prescription
  - Medical Packaging
  - Medication
  - Hospital Letter/ Appointment Letter

If you would like to take any time out of school for non-medical reasons, please complete a Leave of Absence Request form. This can be obtained via the school office. Please note though, that any leave of absence may be subject to a Local Authority fine.

If we can provide any further support or advice, please contact us.

Yours sincerely

Mr Hinkley

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