



Monday 9th June 2025

Dear Parents/Carers,

Evidence of Medical / Dental Appointments

I am writing to inform you of an important update regarding the recording of student absences due to medical / dental appointments.

In order to accurately maintain attendance records and ensure the safeguarding of all pupils, we kindly request that evidence of all medical appointments be provided to the school. This may include appointment confirmation emails, letters from medical practitioners, or any other relevant documentation.

This requirement will help us to support students effectively, monitor attendance trends, and ensure that any necessary arrangements are made for missed learning. We appreciate your cooperation in this matter and ask that you provide the required evidence either via email to attendance@pchs.lancs.sch.uk or in person at the school office.

Should you have any questions or require further clarification, please do not hesitate to contact the school. We appreciate your support in ensuring the best possible education and care for our pupils.

Thank you for your understanding and cooperation.

Yours sincerely,

Claire Endersby

Assistant Headteacher