

Our Ref: JP/JAS

27th April 2023



Wednesfield Academy
www.wednesfieldacademy.co.uk

Dear Parent/Carer

If your child has a medical or dental appointment, please inform your child's house office at the earliest opportunity. It must be the parent/carer who informs the school of any potential absences, and cannot be another family member.

Medical evidence in the form of a doctor or dentist's letter must be given to the school in advance for the school to be able to authorise the absence. It is also pivotal that this happens so we can safeguard pupils by knowing where the pupils are. The letters can be brought into the school by your child and given into their house office, or emailed to postbox@wednesfieldacademy.co.uk.

If you have any questions, please call 01902 558222 to speak to your child's Head of House, or email postbox. Thank you in advance for your support on this important matter.

Yours faithfully

A handwritten signature in black ink, appearing to read 'John Phillips'.

Mr Phillips
Acting Headteacher



Wednesfield Academy
Lichfield Road
Wednesfield
Wolverhampton
West Midlands
WV11 3ES



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Academy Trust
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01902 558222



Wednesfield Academy



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