



Venerable Bede Church of England Academy

Dayspring Trust



Tunstall Bank, Sunderland, SR2 0SX

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Headteacher: Mr D Airey (BSc Hons)

Executive Headteacher: Mrs G A Booth (BA Hons/M.Ed.)

JRE/ENE

5 January 2023

Dear Parent/Carer,

Pupil Appointments

A gentle reminder to parents, if your child has an appointment during school hours the Attendance team need to sight evidence in order to authorise the absence.

Evidence could be a letter/appointment card. Alternatively if you have evidence via a text or email you can send a screenshot to the Attendance email: attendance@venerablebede.co.uk.

Please ensure you notify the Attendance team of any upcoming appointments in advance, this can be done through the ParentMail app or you can call 0191 523 9745 press option 1 and leave a voicemail.

Kind regards

Attendance Team

