



## **PARENT/CARER FURTHER GUIDANCE ON ILL HEALTH ABSENCE AND ATTENDANCE**

### **AT MEDICAL/DENTAL APPOINTMENTS**

Children's attendance at school is, as you know, extremely important. We do realise that there are occasions when a child may be too ill to attend school or may need to attend a medical/dental appointment. However, we believe that if the following guidance is followed, the absence and impact this could have on a child's learning will be reduced.

- Parent(s)/Carers should book routine/non-urgent dentist or GP appointments after school or in the holidays
- If your child is referred to a hospital specialist or similar and the appointment must be during school hours, please request a late afternoon appointment which would only affect the last lesson of the day
- Parent(s)/Carers should ensure that when your child attends a medical or dental appointment they are only absent for the duration of the appointment and not absent for the whole day
- Providing proof of appointments is vital in establishing where a pupil has been when absent from the school premises. The school is responsible for the Safeguarding of all pupils on their school roll. Therefore:
- The school will not authorise medical or dental appointments unless they are provided with a doctor's/dentist's letter (a copy is acceptable) or an appointment slip or card clearly stating the appointment date and time
- When a pupil needs to leave school for a medical or dental appointment, the parent/carer or child must show a letter/appointment slip/card to the Office when they sign out or when they sign in after attending the appointment or the absence will not be authorised. GP surgeries can issue appointment slips
- When a pupil arrives late to school after a medical or dental appointment, a parent/carer or child must show their letter/appointment slip/card to the Office when they sign in late after attending the appointment otherwise the absence will not be authorised
- If a child is absent for 20 sessions or more (10 days) for illness, medical or dental appointments, irrespective of whether these absences are authorised or unauthorised, the school may consult the Education Welfare Service for advice and you could be invited to school for a joint meeting to address absences relating to illness and medical and to discuss persistent absence, attendance and how this will be affecting the child's attainment
- If you have any concerns about the child's health and you are concerned that this may affect their attendance, please contact the Learning Mentors at school.

We would also recommend that you check your child's attendance on a regular basis and that you keep in regular contact with your child's teacher in all matters relating to attendance and attainment. Please see procedures if your child is unwell overleaf.