



*Be the best you can be, every day*

9<sup>th</sup> May 2018

Dear Parents/Carers

### School-time absence due to medical and other appointments

A brief reminder that the North Downs Primary School Attendance Policy states:

*"...if possible let the school know in advance of any planned absences, e.g. : hospital appointments. Wherever possible medical/dental appointments should be made for after the school day."*

Whilst absence for hospital/dentist/doctor appointments during school time will be authorised, we would ask for your cooperation in arranging such appointments outside the school day wherever possible, to limit disruption to your child's learning.

### UPDATED REQUIREMENTS

Unless a pupil will be absent for an entire school day, it will no longer be necessary to provide written notification of a late arrival, early collection or time taken out during the school day due to a medical appointment.

However school office staff must be advised in advance - verbally, by phone or email ([info@northdowns.surrey.sch.uk](mailto:info@northdowns.surrey.sch.uk)) - of any appointment absence. In the event of an emergency appointment, same-day notification is of course acceptable.

Notifying your child's teacher is a courtesy if you are in conversation, but must not be used as a substitute for advising the school office please.

Please note that any medical absence taken without verbal/email notification is recorded as unauthorised.

Thank you for your assistance in this streamlining of the notification process.

Mrs J Douglass  
Headteacher



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