

## Absence Procedure

Attendance and achievement are closely linked and it is important your son / daughter attends school at all times. Medical appointments during the school day affect a student's attendance. As a school we appreciate that it is not possible for all appointments to be made outside school hours. Wherever this is possible, appointments should be made before or after school.

If your son's / daughter's appointment is taking place during school hours, we ask for them to attend school either side of the appointment, again wherever possible.

Appointments during school hours need to be authorised by the school, in order to do so the school needs notice of the appointment and confirmation of the appointment. As confirmation we can accept a copy of the appointment letter, an appointment card, a stamp in the student planner confirming attendance at the clinic or the text confirmation you may receive for the appointment. Without confirmation the absence cannot be authorised and the school could refuse to release the student.

It is our aim to clarify the process, be transparent and to be treating all students the same. Any questions please feel free to contact Mrs Hardy at the school.