



& Children's Centre

Jessop Primary School

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Lead Headteacher: Ms. A Parker

23<sup>rd</sup> November 2021

## MEDICAL APPOINTMENTS

Dear Parent/Carer,

At Jessop we aim to help pupils achieve good levels of attendance (95% and above) by encouraging parents/carers to avoid scheduling medical appointments for children during the school day. We do, nevertheless, understand that this is sometimes unavoidable.

If your child has an unavoidable medical appointment and they miss registration in the morning or afternoon, they will lose an attendance mark for half a day and their attendance that week will fall to 90%. Many of the appointment times mean that students can attend school first and return afterwards. This means they minimise missed lessons as well as keeping their attendance levels as high as possible. Therefore, we ask that parents/carers send their child into school for morning registration, even if they have a medical appointment in the middle of the morning. Signing out at the office after they have been registered in the morning reinforces the importance of attending school, and also means that pupils receive their morning attendance mark.

Similarly, if your child has a medical appointment and does not sign back in afterwards for their afternoon registration mark, they will also lose half a day's attendance. Therefore, we encourage students to return to school after their appointment where possible or to schedule appointments for as late as possible in the afternoon.

If children are absent for a full day due to a medical appointment and a full day was not needed this will be marked down as an unauthorised absence.

Please remember all medical appointments need to be supported with a letter from the hospital/GP and must be given to the office with at least two weeks' notice if possible.

Thank you for your support in helping your child achieve their best.

Miss Senel Anderson

Jessop Stockwell Federation Attendance Office

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