

2nd December 2022

Dear Parent/Carer,

Medical evidence required to authorise all absences due to a medical appointments

Following an update to our Academy Attendance Policy and Procedures I am writing to make you aware that moving forward **if your child has a medical appointment, for us to authorise this absence we will need to see evidence of the appointment.** This evidence can be dropped off or presented to reception, preferably prior to the appointment itself. In order for absences to be authorised the following evidence will be accepted:

- Medical appointment card confirming attendance
- Medical appointment letter
- Text message evidence of appointment
- Copy of prescription showing name and date
- Prescribed medication with pharmacist label showing name and date
- Hospital discharge letter

Failure to provide this evidence will mean that the absence is unauthorised. Where possible please try to arrange medical appointments outside of the school day.

If you have any queries regarding this new guidance, please do not hesitate to contact our attendance team by emailing Attendance@newbold.outwood.com or call on 01246 230500.

Yours Sincerely

J. Robinson

Miss J Robinson

Attendance Manager/Education Welfare Officer