



15th May 2023

Dear Parent / Carer,

Medical Appointments During School Hours

Over recent weeks, we have seen an increase in the number of students stating they have medical appointments during the school day. The Sixth Form Handbook states that medical appointments should be made out of school hours wherever possible.

From 6th June 2023, only emergency appointments in the morning will be approved in retrospect and we will need evidence of the appointment so we can put this in the student's file.

Hospital appointments and Orthodontist appointments will be approved, after a copy of the appointment letter and a "Known Absence" form has been completed; both of which will be kept on the student's file.

Yours faithfully,

Mrs C Gibson-Smith

Head of Sixth Form

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