



Date 3rd October 2017

Dear Parent / Guardian

Student Medical Appointments

We are the only school in the Rochdale Authority to have whole school attendance over 95%+ for three years in succession however our aim is to achieve 96%+ and maintain that level year in year out.

This aim is also an important attempt in pursuing excellence for all our young people and further increase the amount of progress they make throughout their time with us.

In addition, it is clear from consistent research that **high attendance is strongly linked to high levels of academic success** therefore, with this in mind; we have made some changes to student medical appointment procedures and need your support for this to have a positive impact on our students.

Firstly, please continue to inform us of all medical appointments prior to the visit.

Secondly, we require, as normal, evidence of the appointment via a letter, an appointment card or an e-mail, again prior to the day.

Thirdly, the main change is that we will **only authorise half a days' absence** for any medical appointment unless the medical evidence (from the relevant practitioner/establishment) indicate a full day is required.

Again, if this is the case, then this must be communicated to school prior to the appointment.

Ideally, and where possible, we would expect students to attend school as normal, then leave for the appointment by signing out of school and then return to school afterwards.

However, if during the appointment the practitioner requires your son/daughter to remain for a longer than expected period of time, then this must be evidenced in order to have extra absence authorised.

As a school we are fully aware of the students who are receiving long term medical support and we are constantly liaising with these families.

Finally, these changes are for general everyday medical appointment such as Dentists and Doctors and will come into effect from **Monday 9th October 2017**.

Yours sincerely

Mr A Smith
Assistant Headteacher