



## **Medical appointments during school time**

As you know the safety of students is paramount at Walthamstow School for Girls. We have a concern about students signing out of school to attend medical or dental appointments during school time.

Our attendance policy states that unless unavoidable or in emergency circumstances, **medical or dental appointments should be made out of school hours.**

If your daughter has an unavoidable medical or dental appointment, the school requires that you send in the letter or appointment card as well as an accompanying letter from yourself requesting that your daughter be allowed to leave school.

The school needs to see evidence of the appointment before we allow the student to leave the premises. We will also be 'spot checking' by telephoning parents and carers of students who wish to leave the premises to ensure the appointment is genuine.

I hope that you understand that we require this further information to ensure the safety of your daughter at all times.

Thank you for your cooperation in this and all school matters.

**Ms Pratt**  
**Assistant Headteacher**  
**Designated Safeguarding Lead**