

PS128/26-27/IGO/SSI

Friday 09 October 2026

Dear Parents and Carers,

We would like to take this opportunity to reiterate our procedures for medical appointments during the school day. To help us manage these arrangements safely and efficiently, we kindly ask that you follow the procedures outlined below:

- **Advance notification:** All medical appointments must be emailed to **attendance@theangmeringschool.co.uk** as far in advance as possible. Please ensure that your email includes the appointment details and the time your child needs to leave school.
- **Appointment evidence:** All medical appointments must be supported by confirmation, such as an appointment text message or letter. This should be provided when notifying us of the appointment.
- **Agreeing a sign-out time:** If your child needs to leave school during the day, please ensure you agree a specific sign-out time with them in advance. Unfortunately, we are unable to collect students from their lessons, so it is essential that they know when they need to attend reception to sign out.
- **Register updates:** All reported medical appointments will be added to your child's register, including the agreed sign-out time. This will help ensure that teachers are aware of the arrangements and that your child can leave at the appropriate time.
- **Lunchtime appointments:** Please be aware that we are unable to locate students during lunchtime. If your child's agreed sign-out time falls within the lunch period of **1:35 pm to 2:10 pm**, please ensure they sign out either at the start of lunch or at the end of lunch, as appropriate.
- **Student responsibility:** Please remind your child of their appointment and the agreed arrangements before they come to school. Students must not sign out without the appropriate prior notification and authorisation from home.
- **Attendance Information:** Please click [HERE](#) to view our information booklet relating to attendance and absences.

Finally, we kindly ask for your continued support in promoting good attendance by arranging routine medical and dental appointments outside of school hours wherever possible. We appreciate that some appointments cannot be scheduled around the school day, and we will always aim to support these where necessary.

Thank you for your understanding and cooperation in helping us ensure the safety and wellbeing of all our students, while minimising disruption to their learning.

Kind regards,

The Attendance Team