

KH/EJB/TM/Attendance

23rd September 2026

Dear Parent/Carer,



Medical Appointments, Medication and School Attendance

Barr Beacon School
www.barrbeaconschool.co.uk

We would like to remind all parents and carers of the importance of maintaining excellent attendance and ensuring that pupils miss as little learning time as possible.

Wherever possible, medical, dental and other routine appointments should be booked outside of the school day. We appreciate that there may be occasions when this is not possible, particularly for hospital or specialist appointments.

If your child does need to attend a medical appointment during the school day, please ensure that:

- The House Office is informed in advance of the appointment.
- Evidence of the appointment must be provided, such as an appointment letter, text message, email or screenshot confirming the date and time.
- Where appropriate, your child attends school before the appointment and/or returns to school afterwards, rather than missing the full school day.

Please note that if evidence of the medical appointment is not provided, the absence will be recorded as unauthorised. Informing the school that your child has a medical appointment, without providing evidence, is not sufficient for the absence to be authorised.

Medication and remaining in school

There may also be occasions when your child feels unwell during the school day but is well enough to remain in school. In these circumstances, we may contact you and ask you to bring appropriate medication into school, in line with our school procedures.

If we make this request, it is because we are seeking to support your child to remain in school and continue with their learning, rather than being collected and taken home unnecessarily. We have seen an increase in pupils being collected from school when they could reasonably remain in school with the appropriate support or medication.

We therefore ask that, where the school advises that your child is able to remain in school, parents and carers work with us to support this. Being collected from school should not be the automatic response to minor illness or discomfort. Our priority will always be the wellbeing of your child, and if we believe that they are too unwell to remain in school, we will contact you and advise you accordingly.

Every lesson matters. Even occasional time out of school for appointments or minor illness can add up over the course of the year and result in pupils missing important teaching and learning. We therefore ask for your support in arranging appointments outside of school hours wherever reasonably possible and working with us to keep pupils in school whenever they are well enough to attend.



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Matrix
Academy Trust
EDUCATION WITHOUT EXCEPTION

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Barr Beacon School



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Thank you for your continued support in helping us maintain high standards of attendance and ensuring that every pupil has the best possible opportunity to succeed.

Yours sincerely,



Mrs K Hibbs
Headteacher



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