

HENDON SCHOOL

Headteachers: Rhona Povey
Craig McGuire
Golders Rise, London NW4 2HP



Telephone: 020 8202 9004

Email: info@hendonschool.co.uk

Website: www.hendonschool.co.uk

'Learning Together Across the World'

Dear Parents and Carers,

Re: Procedures for Students with Appointments

We hope this letter finds you well.

As part of our ongoing commitment to ensuring the effective management of student attendance, we would like to remind you of the procedures to follow when your child has a medical or other appointment during the school day.

Where possible, medical appointments should be arranged outside of school hours. Please provide the school with at least 24 hours' notice of any appointments.

Morning Appointments

If your child has an appointment in the morning and will be arriving late to school, please notify the Attendance Team in advance by emailing attendance@hendonschool.co.uk. Please include the following information:

- Your child's full name and form group
- The time your child is expected to arrive at school
- Evidence of the appointment (appointment letter, card, email, or text message)

Upon arrival, your child must sign in at the student entrance and inform the Medical Team that they have arrived so that their attendance record can be updated.

Appointments During the School Day

If your child needs to leave school early for an appointment, please email the Attendance Team in advance with the following details:

- The time your child needs to leave school
- Whether your child will make their own way to the appointment or be collected
- The method of transport they will be using (public transport or car)
- Evidence of the appointment (appointment letter, card, email, or text message)

On the morning of the appointment, your child must visit the Attendance Team to obtain a note permitting them to leave their lesson. At the time of departure, they must report to the Medical Team to sign out.

Please send this information to the Attendance Team at attendance@hendonschool.co.uk or call **020 8202 9004**, extension **228**.

Important Reminder

To ensure that the absence is recorded as authorised, it is essential that appropriate evidence is provided. If no evidence is submitted, the absence will be recorded as unauthorised.

Hendon School is a company limited by guarantee registered in England and Wales with registration number 7803827.

Registered office: Golders Rise, London, NW4 2HP

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We appreciate your cooperation in helping us maintain accurate attendance records and ensure that your child's appointments are managed efficiently.

If you have any questions or require further assistance, please do not hesitate to contact the Attendance Team using the details provided above.

Thank you for your continued support.

Yours sincerely,

HRamani

Mrs H Ramani
Attendance Lead