



## Larkhill Primary School

Wilson Rd, Larkhill, Salisbury SP4 8QB

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Head Teacher: Mrs. Fiona Jenkins

Wednesday 29<sup>th</sup> April 2026

### Medical Appointments during School Time

Dear Parents and Carers,

We would like to inform you that the White Horse Federation Trust is strengthening its procedures regarding medical appointments during school time, across all of our schools.

Where possible, we ask that parents and carers provide evidence of any medical appointments which occur during school time so that absences can be accurately recorded and authorised.

This may include:

- Appointment cards
- Text or email confirmations
- Letters from the medical provider

Evidence can be shown to the school office staff in person or sent via email.

Please be aware that if adequate evidence of a medical appointment is not provided, the absence could be recorded as unauthorised.

We appreciate your cooperation in helping us maintain accurate attendance records and minimise disruption to your child's learning.

If you have any questions, please contact the school office.

Kind Regards,

Mrs F Jenkins  
Head Teacher



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