



GUIDANCE FOR PARENTS ASKED TO PROVIDE A GP NOTE FOR SCHOOL

Your GP is not required to provide an informal sick note for your child.

Your relationship with the school should be solid enough to tackle any concerns about a child's absence, which means there is no need for you or the school to ask your GP for any supporting information.

Relating to school attendance:

The school may request a written note that explains your child's absence from school. Usually, this should be enough for the school to accept the absence. However, there are instances where the school may ask for extra evidence. In these cases, schools nationally have been asked to accept a prescription or an appointment card as valid proof in place of a letter from the GP. Additionally, a text message from the surgery confirming the appointment time may also be accepted, but it is best to check with the school to confirm.

If you need a record of the GP appointment from the surgery, our reception team will be able to provide evidence of the appointment time, with our surgery stamp. We do not charge for this service.

At times, the school might feel that more evidence is needed. Prior to our surgery getting involved, we would request that you and the school have a face-to-face meeting to discuss and if possible, address the concerns without needing the surgery's participation.

Evidence available from the surgery, following your meeting with the school, is as follows:

- a. You can permit the school to communicate with our Surgery Manager, who can confirm and provide a list of dates when your child attended for an appointment. However, the Practice Manager cannot share any specific details regarding the reason for the appointment or how long your child might be absent from school due to illness. **Please authorise these requests by using the attached form.**
- b. The school may ask your permission for a member of their senior management team to liaise with the surgery for extra information about your child's medical



condition. You will need to grant written consent for the school to contact the surgery, for the surgery to release medical information related to the absence.

- c. In exceptional situations, the school might request a letter from your GP that outlines your child's illness and the expected length of their absence from school. You do **NOT** need a GP appointment to ask for this letter. **Please authorise these requests by using the attached form.**

Please note that these GP letters are not funded by the NHS and there will be a fee for completion of them.

Relating to requests for special consideration:

The following national guidance has been sent out to all GP's, schools and colleges by the General Practitioners' Council and British Medical Association:

"Schools and colleges should note that GPs will not provide sick notes in support of special consideration applications. A medical certificate is not necessary when making an application for special consideration where a candidate misses an exam or their performance in an exam is affected as a result of a temporary illness/injury. As long as the school/college supports the application for special consideration this is considered sufficient evidence."

In these above situations, please arrange to discuss your child's educational requirements directly with the school. Your relationship with the school should be such that the school is able to submit an application to the examination board without the need of GP evidence.

If, in a very rare situation, the school feels that further supportive evidence is required before they are willing to either support or submit an application to the examination board, then this first needs to be discussed with you as the parent. If no agreement can be met between school and parents, it is felt that a GP letter is required, and if the GP does agree to provide a letter in these circumstances an appropriate fee will be applied.

Request for further evidence relating to school absence or special consideration

Childs Name:	Childs Date of Birth:
Childs home address:	Parent's/Guardian's address (if different) Parent's/Guardian's contact phone number:
Name of school requesting further evidence:	Name and role of school staff member requesting information:
<p>Indicate the type of evidence required: (tick one box)</p> <p><input type="checkbox"/> Authorisation for school to contact surgery</p> <p><input type="checkbox"/> Request for a GP letter relating to a child's absence from school *</p> <p><input type="checkbox"/> Request for a GP letter relating to a request for Special consideration *</p> <p>*Please note that GP letters are not funded by the NHS and there will be a fee for completion of these letters</p>	Please provide further details on the evidence being requested, include the time period and illness in question:
Parent's/Guardian's Name (Please print):	Parent's/Guardian's signature of authorisation:
Date of request:	

Please refer to the 'Guidance for parents' included for further information