|  |  |
| --- | --- |
| C:\Users\Katie.llewellyn\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LGP0QN9T\opl logo hires rgb.jpg |  |
| **Date:** **Our ref:**  | Insert school address |
| **This matter is being dealt with by insert name** |

Dear

|  |  |
| --- | --- |
| **Re:**  | **Address:** |

There are concerns regarding the attendance of your son/daughter at insert school, and xxx are reported as being due to medical issues. As part of our parenting contract agreement I would be grateful if you could confirm in writing that you have no objection to the school contacting your GP to ask if there is anything about your child’s health which maybe impacting on (child’s name) ability to attend school that we should be aware of. I will be sending the GP a copy of the parenting contract and registration certificate to ensure they have an understanding of the agreement we have made.

Would you therefore kindly complete and sign the section overleaf and return it together with this copy of the letter to the school as soon as possible. **Please retain the second copy as a record for yourself.**

I enclose a stamped addressed envelope for your convenience.

Yours sincerely

|  |
| --- |
|  |
| **Job title** |

|  |  |
| --- | --- |
| Direct line: |  |
| Email: |  |
| ADD GDPR STATEMENT |  |
| **Enc:** | 1 copy of letter; |
|  | GP Permission Slip; |
|  | Stamped addressed envelope. |



**GP Permission Slip**

Date permission given: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Name of GP:** | **Health Centre:** | **Tel No:** |
|  |  |  |

I hereby give permission for my GP to provide information to the school concerned regarding absences from the school of the following:

|  |  |
| --- | --- |
| **Name of child (ren):** | **Date of Birth:** |
|  |  |
|  |  |
|  |  |
|  |  |

I also give permission for my GP to share any relevant information in relation to my own health and welfare that is impacting on my capacity to support my child’s attendance at school.

**This is given in confidence as a letter that will not be added to my child’ /children’s files)**

**Signed .............................................................….. Date.................................................**

# Parent/Guardian Name: ………………………………………………………………………………...

**Add GDPR statement about use of the info that will be provided.**