



Leaving site

Planned absence

Attending a medical or dental appointment will be counted as authorised if the student's parent/carer notifies the school in advance of the appointment.

- Supporting evidence will be required.
- Parents/carers should notify the school of any planned absence using the school email address admin@keyinghamprimary.co.uk
- If the appointment requires the pupil to leave during the school day, they will be signed out at the school office via the inhouse inventory system by a parent.
 - Pupils will attend school before and after the appointment wherever possible.
- We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time.

Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher.

- Our lunch time hours for KS2 are 12.15-13.00. Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch. KS1 are 12.00-13.00.
- Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in via the inhouse inventory system.