

HOLMES CHAPEL HEALTH CENTRE

London Road, Holmes Chapel, Cheshire, CW4 7BB

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Guidance for parents asked to provide a GP note for school

Please note that GPs do not have a statutory duty to provide informal sick notes for children. Your relationship with the school should be such that any concerns over a child's absence can be resolved without the need for you or the school to ask your GP to provide any supporting evidence.

Relating to school attendance:

The school may ask you to provide a written note explaining your child's absence from school. In most cases, this should be sufficient evidence for the school to authorise the absence. In some cases the school may request supportive evidence. In these cases, schools nationally have been asked to accept a prescription or an appointment card as evidence rather than a GP letter.

If you need to obtain a record of your GP appointment from the Health Centre, our receptionist will be able to provide a label printout of the appointment time which can be placed on one of our compliment slips and stamped with the Health Centre's stamp. There is no charge for this service.

Infrequently, a school may feel that further supportive evidence is required. Before the Health Centre is engaged, there is an expectation that you and the school will first meet face to face, in order to discuss and hopefully resolve the school's concerns, without the need to engage the Health Centre.

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

a) You may give the school permission to speak to your child's GP, who can provide verbal confirmation of dates where your child has attended for an appointment, any diagnosis given, and expected length of absence from school (if relevant). Please authorise these requests using the authorisation form attached.

b) The school may ask you to provide a GP letter, detailing your child's illness and the likely duration that your child will be absent from school. A GP appointment is not required in order for you to request such a letter; please complete the attached request / authorisation form and hand this in at reception.

Please note that GP letters relating to school absence cannot be provided 'free of charge' on the NHS. Agreement must be reached between the school and the parents as to who will meet the costs of this GP letter. In most cases the school will not meet the costs of this GP letter.

Relating to requests for special consideration:

The following national guidance has been sent out to all GPs, school and colleges by the General Practitioners' Council / 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 or college supports the application for special consideration this is considered sufficient evidence.'

In these 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 for a GP to provide any supporting evidence.

If in a very rare situation a school feels that further supportive evidence is required before they are willing to support or submit an application to an examination board, then this too needs to be first discussed with you as the parent. If no agreement can be reached between the school and the parent, and it is felt that a GP letter is required before the school will support the application, then agreement will need to be reached between the parent and the school as to who will meet the fee associated with such a GP letter. Please note that such a GP letter cannot be provided 'free of charge' on the NHS.

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Further evidence request relating to school absence or special consideration

Please note that a GP appointment is not required in order for you to submit a request, please complete the attached request / authorisation form and hand this in at reception

Child's Name:	Child's Date of Birth:
Child's Address:	

Indicate the type of evidence being requested (please tick one of the three boxes):
Authorisation for school to contact the Health Centre: <input style="float: right;" type="checkbox"/>
Request for a GP letter relating to a child's absence from school*: <input style="float: right;" type="checkbox"/>
Request for a GP letter relating to a request for special consideration*: <input style="float: right;" type="checkbox"/>
<i>* Please note that GP letters relating to school absence or special consideration cannot be provided 'free of charge' on the NHS. Agreement must be reached between the school and the parents as to who will meet the costs of this GP letter.</i>
Please provide further details on the evidence being requested, including the time period and illness in question:
Name of school requesting further evidence:

Parent's / Guardian's Name (please print):	Date:
Parent's / Guardian's Signature of Authorisation:	
Parent's / Guardian's Address (if different to above):	
Parent's / Guardian's Contact Telephone Number:	

Please refer to the 'Guidance for parents asked to provide a GP note for school' letter for further details.

Completed forms can be handed in at the Health Centre's reception desk or faxed to us on 01477 532563.