**Appendix 3**



Salisbury District Hospital

Salisbury

Wiltshire

SP2 8BJ

01722 336262

Parent/Guardian

Address Line 1

Address Line 2

Town

County

Postcode

Date

Dear Parent / Guardian

Re :

NHS Number :

Unfortunately xxxx was not brought to their appointment today in xxxx for review of xxxx. I trust you were aware of the appointment, please let us know if you were not.

I will be sending another appointment for xxxx and look forward to seeing you then. If you are unable to bring your child to the new appointment can you, please contact us to reschedule.

Missed appointments do have a significant impact on the ability of Salisbury NHS Foundation Trust to deliver timely health care to our local population and we would ask you to contact us in the future if you are unable to bring your child to the appointment using the contact details above.

Missed appointments can mean there are welfare concerns for the child and may result in us, in the best interest of your child, having discussions with your GP, Health Visitor and or School Nurse. If we do have significant concerns about your child we may have a discussion with the Multi Agency Safeguarding Hub and make a referral if necessary

We look forward to seeing you at the next appointment

Yours sincerely

Ps. Note to GP – please check we have the correct contact details for this patient and let us know if you have any safeguarding concerns why this patient has not been brought to an appointment.

**Copy to GP, HV / SN**