ABSENCE FOR APPOINTMENTS

Taking your child out of school during the school day can be detrimental to their attainment and progress and disruptive to the whole class. There are 13 weeks of holiday and weekends when your child is not at school and the school is closed.

We understand there are occasions where it may be necessary to take your child out of school for a short period of time during the school day for hospital appointments, SLT appointments etc. that are hard to rearrange. However, we would ask that for routine appointments (opticians, dental check ups, G.P. etc.), you make these appointments outside the school day or during weekends and school holidays.

Please complete a separate application for each child and provide proof of the appointment (e.g hospital letter).

Name of Child			
Class			
Date of appointment			
Time leaving school			
Expected arrival time back to school			
Reason for taking time out of school day			
Date Received: / /20	Added to register Y/N	Authorised Y/N	Parent contacted Y/N

Signed:_____ (parent/guardian) Name: _____ Date: __/__/20__

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