

Authorisation of absence for medical appointments

Medical consultants and orthodontist appointments can be inflexible. Therefore, if despite your best efforts, your child's appointment has to be in school session time, please complete this form and attach a copy of any documentation confirming the appointment if you have it.

This form should be handed in to the school office **PRIOR** to the absence so that details may be recorded on the school system and authorisation be given. We will only contact you if further clarification is needed or authorisation is not given.

Child's name:	Form:
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Date of appointment:	Time of appointment:
Leaving school at:	Returning to school at:

Name and address of medical/dental centre/hospital:
Reason for appointment:

Signature of parent/carer:
Print name:
Date of request: