

Student Leave for Medical Appointment

(Must be submitted at least 48 hours in advance of absence)

All Medical Appointment should be made outside of school time where possible. In the event that an appointment needs to be arranged during school time, then please provide details below and attach a copy of the appointment letter or card to this form.

Name of Student: _____ Form: _____

DATE OF APPOINTMENT: _____ Collection Time: _____ Return Time: _____

Name of adult collecting from Main Reception: _____

Reason for appointment being in School time:

Signature of Parent/Carer: _____

Name of Parent/Carer: _____

All students in Years 7-11 MUST BE collected from THE MAIN RECEPTION by their parent/carer, or another adult contact on their student data sheet. Students should go to the Student Reception to sign out and sign in on their return.

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<p>Parent/Carer Checklist:</p> <p><input type="checkbox"/> Form completed fully</p> <p><input type="checkbox"/> Copy of confirmation of appointment e.g. Letter or appointment card</p>	<p>For School Use:</p> <p>Date Received: _____</p> <p>Attendance %: _____</p> <p><input type="checkbox"/> Form completed fully</p> <p><input type="checkbox"/> Copy of confirmation of appt received</p> <p><input type="checkbox"/> SIMS updated</p>
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