



ADVICE OF LEAVE OF ABSENCE FROM SCHOOL FOR MEDICAL APPOINTMENTS Costock CE Primary School

Dear Parent / Carer

Current government regulations state that having time away from school for a medical or dental appointment can be classed as an authorised absence. However, we do encourage you wherever possible to make appointments out of school hours. Where this is not possible, your child should only be out of school for the minimum amount of time necessary for the appointment.

In order for us to monitor and plan for such absences, we request that you complete the form below and return it to the school office as soon as possible before the planned absence (wherever possible please attach a copy of the appointment).

Jane Mellor
Headteacher

Pupil's Name.....Class.....

Nature of appointment.....

Date of appointment.....

Time of appointment.....

Time leaving school..... Expected time of return.....

If returning in time for lunch at 12.15pm and you require a lunch or place setting for sandwiches please indicate below.

School Dinner: Yes/No

Sandwich Place setting: Yes/No

Name of Parent/Carer providing advice.....

Signed.....Date

Office Use Only:	
Date Received:	
Register updated:	