**LEAVE OF ABSENCE REQUEST FORM MEDICAL APPOINTMENTS**

Appointments for doctor, hospital and dentist, etc. should be avoided during the school day and made during the school holidays or weekends. We do, nevertheless, understand that this is sometimes unavoidable.

Many available appointment times mean that students can attend school first and return afterwards, meaning that they minimise missed lessons as well as keeping their attendance levels as high as possible.

Therefore, we would ask that families send their child into school for the morning registration, even if they have a medical appointment in the middle of the morning. We also encourage students to return to school after their appointment wherever possible or to schedule appointments for as late as possible in the afternoon.

Should an appointment only be available during school time, pupils will only be allowed to leave the school premises if the school has received proof of an appointment. Failure to provide evidence will mean the absence is recorded as unauthorised.

**STUDENT NAME & FORM:**

**APPOINTMENT DATE & TIME:**

**REASON FOR ABSENCE: (Please give full details, attaching proof of appointment)**

 **My daughter will attend school after the appointment**

 **I will be collecting my child at:**

 **I give permission for my child leave school at:**

**SIGNATURE (parent/carer) & DATE:**

*For School Use Only*

*Current Attendance:…...............................  Any other leave of absence this year:…...............................*

*Recommendation of Head of Year:….......................................................................................................*

*Approved / Not Approved by Headteacher:…..............................................*