



APPLICATION FOR LEAVE OF ABSENCE TO ATTEND A MEDICAL APPOINTMENT

Whenever possible please try to make your medical appointment for your child/ren outside of school hours.

Please provide evidence for all appointments, which can be a letter, medical note or appointment card.

Dear Miss Moss,

I/we wish to apply for leave of absence for my child to attend a medical appointment.

My child.....will be absent from school,
To attend the following: (Please tick):

☐ Doctors Appointment

☐ Dentist Appointment

☐ Hospital Appointment

☐ Opticians Appointment

☐ Other please state.....

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Appointment Date

Time of Appointment Time leaving School Time due back at School.....

Parent/Guardian/Carer Name in Full.....

Parent/Guardian/Carer signature.....

Date of Completion.....

PLEASE HAND INTO THE SCHOOL OFFICE AFTER COMPLETION - MANY THANKS

Inspiring the best in everyone.