



Executive Headteacher: Mrs K Davies
Assistant Headteacher: Mrs Jenny Ingram

Medical / Dental Appointment Notification

Where possible please make any medical and dental appointments for pupils out of school hours.

Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Please Note:

- Medical and Dental appointments are recorded as Authorised Absence
- Authorised Absence still reduces the overall attendance % of your child and your child will miss valuable learning time

PARENT/CARER TO COMPLETE	
Full name of child(ren)	Class
Appointment Details _____	
Date and Time of Appointment _____	
Time to be collected from school _____	
Estimated return time to school _____	
Parent/Carer Signature _____ Date _____	
Please enclose copy of appointment confirmation letter / appointment card if available.	

Office Use Only	
Teacher notified	<input type="checkbox"/>
Arbor Updated	<input type="checkbox"/>