



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 ☐

Arbor Updated ☐