



Where happy children learn to fly

APPLICATION FOR AUTHORISED APPOINTMENT ABSENCE

We advise that wherever possible, dental/doctor etc appointments are made outside school hours. However we recognize that this isn't always possible and in those instances this form informs us of such situations.

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AUTHORISED APPOINTMENT ABSENCE

Pupils name

Date and time of appointment

Nature of Appointment

Signed Date
Parent/Guardian

Name of Parent/Guardian (BLOCK CAPITALS PLEASE)

FOR SCHOOL USE

To

I confirm receipt of your request for appointment absence and in this instance the absence will be recorded as AUTHORISED/UNAUTHORISED.

Date and time of appointment

Signed Date
Headteacher