



Fishbourne Church of England Primary School

Request Absence from School Form



Medical/Dental Appointments

In line with our Attendance Policy parents should try to make appointments outside school hours wherever possible. Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless necessary.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the school with sight of, or a copy of, the appointment card, letter or text – only then will the absence be authorised. Please take/email this evidence to the school office where the information can be logged accordingly.

Please complete the information below and return with the supporting evidence:

Child's Name		Year Group
Reason for Absence		
Date	Time of appointment:	Approximate time will be in or will pick up from school:
Signed		Date