

Absence form for Medical, Dental, Funeral, Music/Dance examinations etc

Please complete the top section of this form to inform school of a planned absence for your child that is not for the purpose of a holiday. Return the form to the school office.

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|--|---------------------------------|---------------------|
| Child's Name | | Class |
| Date of absence | | Time of appointment |
| Reason for absence | | |
| Location of appointment | | |
| Time child collected from school: | Time child returning to school: | |
| Appointment evidence attached? Yes/No (if no, please give reason) | | |
| Does your child need a lunch ordering? Yes/No Type of lunch (circle required option) Red option/Green option/Jacket potato option/Sandwich option/Bringing own lunch from home/Lunch not required | | |
| Signed | Date | |

School Office use only

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|--|--------------------------------------|
| Attendance register updated? Yes/No | Lunch ordered? Yes/No |
| Teacher informed? Yes/No | Appointment evidence seen? Yes/No |

To be returned to parent

| | | | |
|---|---|---------------------|--|
| Child's Name | | Class | |
| Date of absence | | Time of appointment | |
| Reason for absence | | | |
| Location of appointment | | | |
| Time child collected from school: | Time child returning to school: | | |
| Lunch ordered by school office? Yes/No | Lunch option ordered Red/Green/Jacket/Sandwich | | |
| Signed: | | Headteacher | |

Please report to the school office when collecting and/or returning your child