



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.

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

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