

Notice of Appointment

This form is for notification of medical or dental appointments ONLY whereby a student is absent from school for NO MORE than 1 day. Please note: if you are requesting any other kind of leave (ore more than 1 day absence) you will need to complete a Leave of Absence Form (available from Reception or on our website).

Student Name	Tutor Group	Type of Appointment	Date of Appointment	Times student will be absent from school (to and from)

Please ensure you attach a copy of the appointment card/letter to this form.

Parent/Carer Signature: Date:

For office use only:

Recorded on CC by (initials):

Proof of appointment received: