

# PERMISSION TO ATTEND AN APPOINTMENT DURING SCHOOL TIME



This form should be used for short term absences from school to attend medical appointments or other events such as music exams etc. Students should hand in the form to Reception as far in advance of the appointment date as possible. For emergency medical appointments made at short notice please email or phone in appointment details to:

[Absence@patesgs.org](mailto:Absence@patesgs.org) or call 01242 538289 to leave a message

**On receipt of this Appointment request students will be given the confirmation slip to confirm that details of the appointment have been received and entered in the Absence Diary**

Students who attend appointments in the morning are expected to return to school as soon as possible. Students must remember to sign out when they leave school and sign back in, at reception, when they return.

Name of Student

Form

Date of Appointment

Time of Appointment

Reason (Dr, dentist, music exam etc)

Signature of Parent/Guardian

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Confirmation slip to be retained by student and presented at reception when signing out or signing in (if appointment first thing).

Name of Student

Form Group

Date and time of appointment

Signed off by ..... Date .....

(Attendance Office)