

PERMISSION TO ATTEND AN APPOINTMENT DURING SCHOOL TIME (less than half a day)



The school expects all students to attend every session that the school is open but we recognise there may occasionally be a need for a student to be absent from school for a short period to attend medical appointments or other events such as music exams. Students should be out of school for the minimum amount of time necessary so we encourage parents/carers to make medical and dental appointments out of school hours where possible.

For Year 7 – 11, students should hand in the completed form to Reception or email the form to Absence@patesgs.org.

For Sixth Form hand in to Mrs Wright or email the form to sixthform@patesgs.org

For **emergency medical appointments** made at short notice please either report via Schoolgateway, email or phone in appointment details to:

Years 7 – 11 Absence@patesgs.org or call 01242 538289 to leave a message

Sixth Form sixthform@patesgs.org or call 01242 538281 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 must remember to sign out when they leave school and sign back in when they return.

Name of Student

Form

Date of Appointment

Time of Sign Out

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)