**Notice of Appointment**

**This form is for notification of medical or dental appointments only.**

Please note, if you are requesting any other kind of leave you will need to complete a Leave of Absence form (available on our website).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Name** | **Class** | **Type of Appointment** | **Date of Appointment** | **Times Student Will be Absent from School** |
|  |  |  |  |  |

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

For Office Use Only

Recorded on SIMS

Appointment approved & acknowledged

If the appointment is over more than one 24 hour period, it will need to be approved by the Headteacher.