



Denmark Road High School

Student Leave for Medical Appointment

(Must be submitted at least 48 hours in advance of absence)

All Appointments for Doctors or Dentist should be made outside of school time. For Hospital or orthodontic appointments please provide details below and attach a copy of the appointment letter or card to this form.

Parents/Carers will receive confirmation of approval or otherwise via email from the Attendance team.

Name of Student: _____ Form: _____

DATE OF APPOINTMENT: _____ Collection Time: _____ Return Time _____

Time of return to school: _____

Name of adult collecting from Main Reception: _____

Signature of Parent/Carer: _____

Name of Parent/Carer: _____

The school operates Safeguarding procedures and takes its responsibility of duty of care for students seriously. Therefore we would be grateful if parents/carers would abide by the procedures set for all students in the main school.

All students in Years 7-11 MUST BE collected from THE MAIN RECEPTION by their parent/carer, or another adult contact on their student data sheet. Students should go to the Well-Being Centre to sign out and sign in on their return. Students will then go to the main reception when their parent/carer arrives.

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<p>Parent/Carer Checklist:</p> <p><input type="checkbox"/> Form completed fully</p> <p><input type="checkbox"/> Copy of confirmation of appointment e.g. Letter or appointment card</p>	<p>For School Use:</p> <p>Date Received: _____</p> <p>Attendance %: _____</p> <p><input type="checkbox"/> Form completed fully</p> <p><input type="checkbox"/> Copy of confirmation of appt received</p> <p>Absence Type <input type="checkbox"/> Authorised <input type="checkbox"/> Unauthorised</p> <p><input type="checkbox"/> SIMS updated</p> <p><input type="checkbox"/> Email sent to parents</p>
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