

Medical Appointment - Notification of absence

Where possible, parents are asked to make medical and dental appointments outside of the school day, where this is not possible, students should ideally attend school for part of the day.

Student's Name **Tutor Group**

My child has an appointment with

Date of appointment Time of appointment

Appointment location

My child will attend school after their appointment approximate time of arrival at school.....

My child will leave school to attend their appointment they will leave school at

My child will be collected from reception

I give permission for my child to leave school site alone

For health and safety reasons, please ensure your child signs in or out at reception.

Signed Dated

Please print name Relationship to student

Please return completed form to: **Miss Harding, KLB Attendance**

If you have any questions relating to an absence from school, please contact:
Mrs Debbie Gardner, Education Welfare officer - dgardner@klbschool.org.uk

Headteacher: Tim Rand
 Tel: 01453 842227 Fax: 01453 845480 info@klbschool.org.uk www.klbschool.org.uk
 KATHARINE LADY BERKELEY'S SCHOOL, WOTTON-UNDER-EDGE, GL12 8RB