



# S T . D U N S T A N ' S

## St. Dunstan's Catholic Primary School

### Pupil Absence Form – Authorisation of absence for medical/dental appointments

Routine medical/dental/optician check-up appointments are not authorised during school hours. We are aware that medical consultants, orthodontist appointments and hospital appointments are inflexible. Therefore if, *despite your best efforts*, your child's appointment has to be in school session time, please attach a copy of the appointment letter to a completed 'Pupil Absence Form', and then return it to the school office. Alternatively please show the School Office your appointment confirmation email or text message when handing in your form. The absence form can then be passed to Mrs Morganti for authorisation. Mrs Morganti will make contact only if further clarification is needed.

**Please complete all boxes below.**

<b>Child's Name:</b>			
<b>Child's Class:</b>			
<b>Date of Appointment:</b>			
<b>Time of Appointment:</b>			
<b>The time I will collect my child from school is:</b>		<b>The time I will return my child to school is:</b>	
<b>Name and address of medical/dental centre/hospital my child will be attending for this appointment:-</b>			
<b>Please give details for this request including the reason why this appointment must be taken during school hours:-</b>			
<b>Signature of Parent:</b>		<b>Date form completed:</b>	
<b>School Office to Complete:</b>			
<b>Appointment Letter/Email/Text seen by School Office: YES/NO</b>			
<b>Authorised by Mrs Morganti: YES/NO</b>		<b>Date:</b>	