



Spring Lane Primary School

Medical Appointment Leave of Absence



Parents/carers must ensure that, where possible, non-urgent medical or dental appointments for their child are made outside of the school day, if this is not possible, parents must complete a Leave of Absence Medical Appointment form as set out below.

Medical References in our Attendance Policy:

- If a pupil is late due to a medical appointment, and school has been notified in advance through this Leave of Absence form, they will receive an authorised absence coded 'M'.
- Where the absence is longer than 3 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- All pre-booked medical or hospital appointments should also be requested through completing the Medical Appointment Leave of Absence documentation.

I writing to inform the school that my child requires Leave of Absence for a medical appointment:

Name of Pupil for which medical appointment leave of absence is being requested:	Date of Birth	Class
Type of Medical Appointment [please highlight]:		
• Doctors Appointment • Dentist Appointment • Opticians Appointment • Hospital Appointment • Other		
If other please specify what the medical appointment is:		
Date of pre-booked medical appointment: ____/____/____		
Absent from [insert time]		
Due to be back at school by [insert time]		

Please evidence the appointment by attaching a letter or photo/screenshot of the booking.

Please email completed form to: absence@springlaneprimary.com or hand in to the school office.

School Office Action:

Register Code & comment added to SIMs	Date: ____/____/____
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