

Student Request for Absence Form

for Appointments during the school day



CRESTWOOD
COMMUNITY SCHOOL

Please complete this form to request that your child leave school for part of the school day for an appointment. This form should be completed and handed in to your child's tutor, or to Reception on your child's campus, at least 24 hours before the day of the appointment.

If your appointment is urgent and you cannot give 24 hours' notice, please email our Attendance Officer, Sarah Russell, on attendance@crestwood.hants.sch.uk attaching evidence of the appointment.

We would like to reiterate the importance of your child being in school and would appreciate that any routine appointments are made out of school hours or during school holidays.

Name of Child	
Tutor Group	
Campus	
Date of Appointment	
Type of Appointment	
Time your child will need to leave school	
Approximate return time/ My child will not be returning	
Who will be collecting your child to take them to their appointment	
I give permission for my child to attend the appointment on their own	Yes / No
Parent Name	
Parent Signature	
Date	
Approved by (SLT Member)	
Date	