

## 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 team on [attendance@crestwood.hants.sch.uk](mailto: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.

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