



Whiteknights

Growing Greatness

Whiteknights Primary School
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Headteacher: Mrs B Reynolds

Request for time off for medical/dental appointments

Whiteknights Primary School is committed to supporting pupils with medical needs or conditions. Mrs Reynolds will authorise time off to attend medical and/or dental appointments, however we do encourage all parents to schedule these appointments outside of school hours as far as possible. This is to limit the disruption to your child’s learning. If you are unable to schedule appointments outside of school hours, please complete the form below and hand in at the school office before the appointment so that your child can leave the school premises during the school day. If you do have evidence of your child’s attendance at the medical or dental appointment, please attach this to the form and return it to the school office.

Name of child:			
Class:			
Type of appointment:	<i>Medical/ hospital/ dental/other</i>		
Date and time of appointment:			
Collection time from school:			
Expected time of return:			
I have attached evidence of my child’s medical/ dental appointment	Yes	No	

Signature of Parent/ Carer

Name of Parent/ Carer

Date

