



WOODFORD PRIMARY SCHOOL

Litchaton Way, Plympton, Plymouth, Devon PL7 4RR
Telephone: 01752 336228 Email: woodford.primary.school@plymouth.gov.uk
Website: www.woodfordprimary.co.uk
Headteacher: Mrs Katie Patrick



APPLICATION FOR LEAVE OF ABSENCE FOR MEDICAL APPOINTMENT

- Whenever possible, please try to make your medical appointments for your child/ren outside of school hours.
- Please provide evidence for all appointments which can be a letter, medical note, appointment card or screen shot of text.

To: The Headteacher

Child's Name:

Year:

I wish to apply for leave of absence for my child/ren to attend a medical appointment.

Location: Date:

Reason:
.....

Time of Appointment: Time of Collection:

The information I have given on this form is correct.

Signed: Date:

Authorised – The school agrees to your child being absent from school on the date specified above.

Unauthorised – The school does not authorise your request for leave in term time for the following reason:
.....

For office use only:

Authorised / Unauthorised, Current Attendance.....%

Headteacher:.....

Date:.....

Entered onto SIMS

