



Application for medical leave of absence for an operation or recuperation

West Hill Attendance target - 100% - The expectation of this school is that all pupils attend 100% unless there is a genuine reason for the absence, approved by the Head teacher.

As a school we understand that there are times when medical appointments and operations cannot be scheduled out of school hours. As such we request that parents provide as much information as possible to enable the school to authorise these absences but also to plan for each school day and longer term absences where necessary.

I would like to request medical leave of absence for my child as they are having an operation or require more than one consecutive day for medical reasons:

Name of Child:

Dates absent from school: to

Please state the reason for the absence:

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Will your child be able to return to school without any additional support? YES / NO

If no please detail support required and for how long:

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I am attaching a copy of medical evidence for this absence; if this appointment changes I will inform the school as soon as possible and provide details of any rescheduled dates.

Signature of Parent/Carer: Date:

For school use only

Risk Assessment required for return to school: YES / NO

Notes:.....
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