



The Regis School

The best in everyone™

Part of United Learning

THE REGIS SCHOOL - REQUEST FOR LEAVE MEDICAL APPOINTMENT

THIS APPLICATION IS TO BE MADE BY A PARENT/CARER FOR A CHILD'S TO LEAVE THE PREMISES OR ARRIVE LATE FOR A MEDICAL APPOINTMENT

Pupil's Name (Please Print): Tutor:

REASON FOR REQUEST

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GP SURGERY

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DENTIST / ORTHO

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HOSPITAL

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EXTERNAL COUNSELLING

I wish to apply for my child to be absent from school during the following **TIMES**

TIME TO LEAVE SCHOOL: TIME RETURN TO SCHOOL :

If late arriving to school – approximate time

Please note we may ask for medical evidence, this can be emailed or handed into reception. It can be in the form of a copy of the text appointment, appointment letter or email of appointment. Email attendancedesk@theregisschool.co.uk

Name of Parent/Carer making application:

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I have read and understood the information on the reverse of this application (please tick)

Signed: Date:

Please return this form to Reception or email to attendancedesk@theregisschool.co.uk

FOR OFFICE USE ONLY

Received by Attendance Team on:

Informed Parent/Carer of Decision

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Coded

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Attendance at The Regis School

To Parents and Guardians,

Subject: Medical Appointments During the School Day

Dear Parents and Guardians,

We understand that from time to time, students may need to attend medical appointments during the school day. While we appreciate the importance of these appointments, we kindly ask for your support in minimising disruption to your child's learning wherever possible.

Where feasible, we encourage appointments to be scheduled outside of school hours. However, if this is not possible, we ask that you:

- Inform the school in advance of any planned appointments.
- Provide a copy of the appointment letter or confirmation, if available.
- Ensure your child is signed in or out at the school office when arriving late or leaving early.
- Be aware that frequent absences, even for medical reasons, can impact your child's academic progress.

We are committed to supporting the health and wellbeing of our students and will work with families to accommodate necessary absences. If you have any concerns or require assistance, please do not hesitate to contact the attendance team by phone 01243 865892 or email attendancedesk@theregisschool.co.uk

Thank you for your cooperation.

Yours sincerely,

Mrs Monica Bowen
Whole School Attendance Lead

Mr Samuel Down
Vice Principal