



Phoenix
INTEGRATED
PRIMARY SCHOOL
Achieving & Celebrating Together

Request to attend an appointment during school hours

As far as possible all appointments should be arranged after school. If this is not possible you may request time to take your child to an appointment. You must give the school as much notice as possible.

Pupil Name:

Class:

The above named pupil has an appointment to attend:

Please indicate – doctor/dentist/hospital/other (please indicate)

(Please include appointment card or letter)

Date ____/____/____ Time: _____

He/She will/will not return to school (please mark as appropriate)

Parent/Guardian (print) _____

Signed: _____

Signature of Teacher: _____