



Parsons Heath

Church of England (Voluntary Controlled) Primary School

TEMPLEWOOD ROAD, COLCHESTER, CO4 3EZ

TEL: 01206 860612 FAX: 01206 791174 Email: office@parsonsheath.essex.sch.uk

www.parsonsheathprimary.org.uk

Medical Appointment Leave of Absence

This letter must have an appointment card/letter attached

Dear Mrs Newson

My child.....will be absent from school,
on (date and time).

To attend the following: (Please tick)

- Doctors Appointment
- Dentist Appointment
- Hospital Appointment
- Opticians Appointment
- Other please state.....

Parent/Guardian/Carer.....

Parent/Guardian/Carer signature.....

PLEASE HAND TO SCHOOL OFFICE AFTER COMPLETION

belonging respect compassion endurance friendship trust

Headteacher:
Mrs Claire Newson

