



REQUEST FOR TIME OFF FROM SCHOOL

At Moor House School & College, we consider that it is necessary for your child to attend as regularly as possible. However, there are occasions when we understand that time off during the school term is unavoidable for **exceptional circumstances**.

If you need to take your child out of school, please complete this form **prior to making any bookings**. Please also complete this form for all **medical appointments** this can be done as soon as you have been notified of the appointment (Even if it is 6 months in advance). Where possible please make medical appointments in half terms and holidays.

Please sign below and return for authorisation; the form will then be photocopied, with a copy sent back to you for your records.

Name of Student				
Class (Yr Group for College)				
Date(s) out school				
WHOLE Days:	1 st Day off:		Date of Return:	
PART Days:	Please put the specific times and dates below: <small>This includes if you are returning the night before (Residential Students only)</small>			
Collection Time and Date	Collection Time:		Collection Date:	
Return Time and Date	Return Time:		Return Date:	
Reason (please state why this is an exceptional circumstance) <i>For: ALL HOSPITAL MEDICAL APPOINTMENTS, DENTAL APPOINTMENTS please attach a copy of the letter/appointment card for reference</i>				
Signed by parents/ guardians / carers				
Authorised by (MHS Senior Management)				
Not Authorised by (MHS Senior Management)				

FOR OFFICE USE ONLY

Date request received from parents/ carers							
Date staff contacted for info / confirmation	KG Emailed		On Calendar		Saved in SR		Date:
Date copies taken & sent home							