



# Claremont Primary School

## REQUEST FOR PUPIL PASS

If your child needs to be absent for any reason during the school day a Pupil Pass must be obtained at least 24 hours in advance. These are **required for short medical/dental appointments, music exams etc.**

Please complete the form below and return it to the School Office as soon as possible:

Pupil Name ..... Class .....

Date of absence: ..... Leave time:..... Return time:.....

Please explain reason for absence:-

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If your child is returning before lunch please indicate if a school dinner is required: Yes / No (please circle)

Signed:..... Name:..... Date:.....

NB: Pupil Passes will be given directly to the pupil to pass on to parents.

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### Claremont Primary School Authorised Pupil Pass:

Pupil Name:..... Date:.....

Reason:.....

Leave time:..... Return time:.....

Pass actioned: Signed..... Dated:.....