



Claremont Primary School

REQUEST FOR PUPIL PASS

If your child needs to be absent for a short period of time 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 (if absence is for more than half a day please provide supporting evidence such as a hospital appointment letter etc):-

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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:.....