



The Totteridge Academy

The best in everyone™

Part of United Learning

Absence Request for Appointments

Appointments during the Academy day are not permitted unless they are for the hospital or orthodontist.

To apply for authorised absence for hospital or orthodontist appointments, the parent/carer must do the following:

- Complete an appointment request form and email it to attendance@tta.org.uk
- Provide evidence of the appointment.
- Provide at least 48 hours' notice.
- We will no longer accept a call on the day for appointments unless it is an absolute emergency.
- On the day of the appointment, please write a note in your child's planner for them to show to their subject teacher so they can be dismissed from class.

Absence request forms can be collected from student services by the child or can be requested via email (attendance@tta.org.uk)

Principal: Chris Fairbairn

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Appointments Request Form – Students

Student name:	Tutor group:
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Date of request:	
Date of appointment:	
Time of departure from school:	
Time of return to school:	

Reason for absence:

I will collect my child from The Totteridge Academy:	Y/N
My child can leave The Totteridge Academy and travel on their own to their appointment:	Y/N

Parent/carer signature:
Print name:

Please note:

- At least 48 hours' notice is required
- Applications for absence may not be authorised
- Please fully explain why time off is necessary