

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:.....

If your child is arriving late will they need: **School Dinner/Packed Lunch** (please circle)

Please explain reason for absence:-

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.....
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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:.....