

BARTON SEAGRAVE PRIMARY SCHOOL
SPECIAL & MEDICAL APPOINTMENT LEAVE APPLICATION FORM

SECTION A: (to be completed by employee)

Name of employee:

Claire Bell

REASON FOR REQUEST

Daughters last ever Easter Bonnet parade around the town square. She will be moving up to Juniors next year where they no longer do it.

DATES REQUESTED

31st march 23

TIME REQUESTED (IF APPLICABLE)

To be confirmed, I will be back afterwards

I confirm that the above information is a true and accurate record.

Employee Signature:



Date:

20/2/23

SECTION B: (to be completed by Head Teacher)

In relation to Total Number of Days
Special Leave Requested:

Number of
PAID Days

As requested

Number of Days that
are to be UNPAID

Head Teacher Signature:



Date:

20/2/23

If leave has not been approved, please state the reason

Appointment form/letter seen

Yes ☐

No ☐

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<u>SECTION A: (to be completed by employee)</u>			
Name of employee:		<i>Liz Cassaro Bonno</i>	
<u>REASON FOR REQUEST</u> <i>School Assembly</i>			
<u>DATES REQUESTED</u> <i>Friday 31st March (Training Day)</i>			
<u>TIME REQUESTED (IF APPLICABLE)</u> <i>0830 - 11/1130</i> <i>(Time of assembly to be confirmed by school)</i>			
I confirm that the above information is a true and accurate record.			
Employee Signature: <i>Liz</i>		Date: <i>21/03/23</i>	
<u>SECTION B: (to be completed by Head Teacher)</u>			
In relation to Total Number of Days Special Leave Requested:	Number of PAID Days	<i>As above</i>	Number of Days that are to be UNPAID
Head Teacher Signature: <i>M Knamoth</i>		Date: <i>21/3/23</i>	
If leave has not been approved, please state the reason			
Appointment form/letter seen Yes ☐ No ☐			