



Request for Pupil Absence

There is a great deal of research available which clearly shows that even low levels of absence have a negative impact on achievement and attainment. Therefore, non-urgent appointments should, whenever possible, be made out of school hours.

If you know about an absence in advance, a pupil absence form should be completed and returned in to the office. For an unforeseen absence, please telephone the school before 9:00am to report the absence and add a note confirming the reason for absence in your child's home-school record on their return.

In the case of medical (including dental) appointments, leave will be granted if the appointment is urgent and cannot be made out of school time. Our attendance policy is available to view on the school website.

Name of Pupil			Class/Year	
Date of Absence (to and from)				
Time of Absence (to and from)				
Reason for Absence (please circle)	Medical	Holiday	Other	
<i>Please provide details of your child's absence -</i>				
If your child is absent for part of the day, please indicate if they will need a school lunch ordering: *Delete as applicable *Yes / *No				
Signed by Parent/ Carer			Date	
Print Name				

For Office use only

Comments:		
Signed by Head Teacher		Admin noted