



Ashleworth CE Primary School

Absence Request

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to take my son / daughter _____ Class _____ out of school.

Dates From _____ to _____ (number of school days _____)

This absence must be in term time because _____

Signed _____ Name _____ Date _____

Relationship to child _____

Authorised / unauthorised by the Headteacher _____ Date _____



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Absence Request

Dear Parent / Guardian,

Re _____ (child's name)

Current attendance _____ %

Further to your recent request for leave of absence

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Leave of absence authorised between _____ and _____

Please ensure that your child returns to school promptly following your absence as failure to do so can result in their removal from the school roll.

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Leave of absence Refused

Any absence from school between _____ and _____ will be marked as unauthorised and referred to the Education Welfare Service who may issue a Penalty Notice of up to £100 (Section 444(a) of the Education Act 1996)

Signed _____ Headteacher Date _____