



EARLSFIELD PRIMARY SCHOOL

ABSENCE REQUEST FORM

Please tick

I understand that any absence (other than an emergency) may be unauthorised if the school has not been given at least two weeks notice.

I have read and noted the comments (overleaf) by the Director of Education.

Name (s) of children _____ Class _____

_____ Class _____

_____ Class _____

Address _____

Email address _____

Request for the above to be absent from school from _____ to _____

Please outline your exceptional circumstance (PTO):

Attendance _____% Punctuality _____

Signature of Parent/Carer _____

A copy of this form will be sent home with your child or emailed if you have provided an email address.

We have considered your request for the above absence. In doing so we have taken into consideration the time of year, the nature of the absence and your child/rens overall attendance pattern.

On this occasion we have carefully considered your application and have agreed to authorise the absence. It is important that your child returns to school on the agreed date.

The school has considered your application carefully but are unable to agree to your Child/rens absence for the following reasons:

If you are unhappy with this decision you may wish to contact the Educational Welfare Officer – Carole Maclean on 020 8871 8293.

Please note, if we have your email address we will send a response electronically and not in paper form.

Signature of Headteacher _____ Date _____