



Pattishall Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Request for Non-Attendance at School

The Champion Cluster of schools has regulations imposed upon them by Government about when leave of absence may be granted for children not at school. For more information on this, please read the Absence Request Information.

Should you need to take your child out of school for any reason, please complete the details below and forward it to the school office.

Child's Name _____ Class _____

Date(s) requested: From _____ To _____

Number of school days requested _____

Reason for request _____

To be completed by the school:

Authorised	
Not-Authorised	

Signed: _____ Headteacher