



# Pauntley 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  _____ %
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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 \_\_\_\_\_