

LIGHTCLIFFE C E PRIMARY SCHOOL - ABSENCE REQUEST FORM

A copy of our Attendance Policy is available on request from the school office.

Name(s) of Child (ren) Class.....

..... Class.....

..... Class.....

Name & relationship to child (eg. Mother, Stepfather) of EACH Parent/Carer taking the child(ren) out of school.....

.....

.....

Reason for requesting your child (ren) be absent from school during term-time.

.....

.....

.....

Date(s) of Absence

Name of Parent/Carer completing this form.....

Specific relationship to child (if not already stated above).....

In submitting this form, I confirm that each child named above is resident at my address.

Signature.....Date.....

FOR OFFICE USE ONLY

Date form received in office..... PN

SIMS register SIMS pupil Email teacher Email parent/carers

TO PARENTS / CARERS

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This absence is authorised unauthorised This absence, if taken, will incur a penalty notice - Yes
 No

Signed:.....

K Dunkley & A Hustler
Acting Headteachers