



West Monkton Church of England School

Where everyone has the courage and confidence to fly.

Headteacher : Keira Hayden Chair of the LSC : Tom Moore

Occasional Day Absence in Term Time

This form **must** be completed by the parent/guardian and forwarded to the Headteacher **before** the period of absence.

Parents whose children are on a school register have a duty to ensure that their children attend regularly and, if they fail to do so, they may be guilty of an offence under the Education Act, 1993.

I wish to make an absence request for my child(ren)

Name _____ Class _____

to be absent from school from _____ (dd/mm/yy) until _____ (dd/mm/yy) inclusive.

Reason for absence:

Signed _____ (Parent/Guardian) Date _____

Office use only:

Date returned to school: _____ Current attendance percentage: _____ %

Authorised Absences this year _____ Unauthorised Absences this year _____

Absence Authorised ☐ Absence Not Authorised ☐ Signed _____ (Headteacher)

Notes (if any) _____
