Leave of Absence Form

Riverside Primary School, Hullbridge

Request for Leave of Absence (excluding holiday)

In accordance with The Education (Pupils Registration) Regulations 1995 the school is required to maintain an Attendance Register. This register must indicate the reason for absence. Only the school, within the context of the Law, can approve the absence.

Name of Child…………………………………………………..…Class………………………...

Date of first day of absence………………………………….Date of return……………………....

This request is for:

Religious Observance *...

Off Site Activity
(e.g. music/dance exam) *………………………………………………………………

Exceptional Occasion
e.g. wedding/funeral etc. *……………………………………………………………….

Please refer to the school attendance policy for further details.

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School use only:

Date received………………………………….Headteacher……………………………………….

Number of days requested……………………..% Attendance …………………………………….

Days **Authorised**……………………………… Days **Unauthorised**……………………………..

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MEDICAL REASON for ABSENCE

Name of Child…………………………………………………….**Class**……………………….....

Nature of illness……………………………………………………………………………

Date of First day of absence…..

Date of return……………………………………………………………………………….

Medical Appointment (please state; hospital, dentist etc.)…………………………………

……………………………………………………………………………………………

Date ………………………… **Collection Time from School** ……………….................................

Signed……………………………………………………………………………………….
Parent/Carer