

Harlands Primary School

Tel: 01444 450782 www.harlandsprimaryschool.org Headteacher: Mrs. J. E. Goodlace B.Ed.

REQUEST FOR LEAVE OF ABSENCE

NAME OF CHILD	CLASS
Date and period requested	From to
Duration of leave in school days	
Reason for absence(inc. medical appointments):	
Please make an appointment to see the Headteacher if you would like to discuss this further.	
I can/cannot authorise this absence	

Absence from school

By law, once your child is registered at school, you are responsible for making sure that she or he attends regularly.

If your child is absent through illness, please notify the school office by phone or letter on the first morning of absence (or at the earliest opportunity). On your child's return, a written confirmation of the reason for absence should be sent to the school.

Absences can only be authorised by the Headteacher. Other than in the case of illness, no child is allowed to be absent until the Headteacher has given permission. This will not be granted until the parents have applied in writing to the Headteacher, clearly stating the reason for the request. Legitimate absences would include examinations and hospital, orthodontic and medical appointments. You should make the request as far as possible in advance.

Family holidays should be taken during school holiday time and not during term time. A request for absence will only be authorised under compassionate or exceptional circumstances.



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