

Oughtrington Primary School

Request by Parent /Carer for a planned pupil absence

Childs Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_

First day of absence\_\_\_\_\_\_\_\_\_\_\_\_ Last day of absence\_\_\_\_\_\_\_\_\_\_ Total days absent\_\_\_\_\_

Reason for planned absence:

|  |  |
| --- | --- |
| Religious ObservanceR/O | Medical/ Dental Appointment M/O |
| Approved Sporting ActivityP/O | Exceptional Circumstances F/H/G |
| Educated Off SiteB/O | Other Circumstances C/O |

**Further Details:** Please provide further details of your request for absence. Failure to do so may compromise your request. **This evidence may take the form of a letter or appointment card. It may also include a copy of a prescription or medication that has the child’s name on it.** If this is a request for exceptional circumstances and the reason is determined by the parent/carer’s employer, please provide written confirmation from the employer.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Carer

Policies pertinent to this request can be found at [www.oughtringtoncps.co.uk](http://www.oughtringtoncps.co.uk).

Absence authorised/unauthorised. Code given:\_\_\_\_\_\_\_

Head Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_cc: Parent/Carer. cc: School file

Current Attendance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For School Use