LONG MARSTON VA C of E PRIMARY SCHOOL
STATION ROAD
LONG MARSTON
HERTFORDSHIRE
HP23 4QS

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Headteacher: Mrs C South B.Ed. Hons NPQH

Absence from School

In order to give your child the best opportunity to learn good attendance is vital. If your child is absent from school for any period they will miss important elements of their learning.

Child's Name: _____ **Class:** _____

First Day of Absence from School: _____

Date of Return to School: _____

Please detail below the reason for your request for absence from school and include any supporting information.

Signed: _____ **Date:** _____
(Parent/Carer)

For Office use only:

Current Attendance _____ % *Authorised/unauthorised (Delete)*

Headteacher: _____ *Date* _____
(Signed)

SIMS Updated: ☐ ***Diary Updated:*** ☐ ***Parents Informed:*** ☐