

Winmarleigh CE Primary School
ABSENCE RETURN FORM

Child's name: _____

Class: _____

1st day absent: _____

Date returned to school: _____

Total school days absent: _____

Please state the reason for the absence: _____

Signed: _____ Parent/Guardian

For office use only:

Headteacher authorisation: _____

Absence code entered

Information for Parents

Reasons for Absence

When your child is absent, we are required by law to log the reasons for that absence. If your child is absent for a period of time, including half days, we must have notification, with an explanation in writing when your child returns.

In order to simplify this process, we are providing this form which should be completed any time your child is absent. These details will then provide a record of your child's attendance.

If your child is absent from school, please take the following action:

1. Notify the school on the first day of absence that your child will be absent, and why, by either telephone or note.
2. On your child's return to school, please complete this form or write a letter explaining the absence.

If we do not have a written record of the reason for your child's absence, we will have to log the absence as unauthorised.

Forms are available from the school office and in the main entrance.

Holiday leave must be authorised by the headteacher prior to the child going away. Please ask at the office for the appropriate form.

L. Campbell
Headteacher

Sept 2023