



Long Clawson Church of England Primary School
School Lane, Long Clawson, Melton Mowbray, Leicestershire LE14 4PB
Phone/Fax 01664 822337
office@longclawson.leics.sch.uk

Attendance Policy

To be completed and returned, at least ONE WEEK in advance of the absence, to the Head Teacher.

I wish to apply for:

NAME(S) OF CHILD(REN): _____ CLASS: _____

_____ CLASS: _____

_____ CLASS: _____

TO BE AUTHORISED AS BEING ABSENT FROM SCHOOL FROM _____

TO _____ INCLUSIVE (please give date & time)

PLEASE STATE EXCEPTIONAL CIRCUMSTANCES FOR WHICH THE REQUEST IS BEING MADE.
HOLIDAYS WILL NOT BE AUTHORISED AND PLEASE PROVIDE SCHOOL WITH A COPY OF MEDICAL
APPOINTMENTS WITH THIS REQUEST FOR OUR RECORDS.

Signature of Parent/Carer: _____ Date: _____

Please Print Name: _____

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AUTHORISED

The school agrees to pupil being absent from school on the specified dates above.

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UNAUTHORISED

The School does not authorise request for leave in term time.

SIGNED : _____ Date: _____

Karen Lambert - Executive Head Teacher