



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 Executive Head Teacher.

I wish to apply for:

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

CLASS: _____
CLASS: _____

Date requested, from: _____ to: _____ inclusive (please give date & time)

Reason for Absence Request:

(Please explain if there are any exceptional circumstances or compassionate reasons for the absence.)

Please provide the school with a copy of medical appointments with this request for our records.

Holidays will not be authorised.

Signature of Parent/Carer: _____ Date: _____

Please Print Name: _____

- ☐ **AUTHORISED** The school agrees to pupil being absent from school on the specified dates above.
- ☐ **UNAUTHORISED** The School does not authorise request for leave in term time.

Signed : _____ Date: _____

Karen Lambert - Executive Head Teacher