

# OUGHTIBRIDGE PRIMARY SCHOOL

## APPLICATION FOR ABSENCE FROM SCHOOL

Name of Child \_\_\_\_\_ Class \_\_\_\_\_  
(Please complete one form per child, notification slips go to individual class teachers)

Reason for Leave of Absence \_\_\_\_\_

Date of Proposed Absence From \_\_\_\_\_ To \_\_\_\_\_  
(Please put first and last date of absence, not the date of return to school)

Signed \_\_\_\_\_ Parent / Carer

Date of Application \_\_\_\_\_

Please complete and return this form to the School Office at least 10 working days before you intend to absent your child from their education. For full guidance on leave of absence, please refer to the School Prospectus. Thank you.

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### For Office Use Only

Date request received \_\_\_\_\_

Attendance percentage (current) \_\_\_\_\_

Attendance percentage (last year) \_\_\_\_\_

Previous absence in same school year \_\_\_\_\_ days

Further absence in same school year \_\_\_\_\_ days

Testing dates authorised by \_\_\_\_\_

Recommend granted / refused Code \_\_\_\_\_

Date relevant letter sent to parents \_\_\_\_\_

Entered onto attendance Yes / No

Entered onto absence sheet Yes / No

Approved \_\_\_\_\_

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### Absence Notification

Class Teacher \_\_\_\_\_ Absence Code \_\_\_\_\_

Child's Name \_\_\_\_\_

Dates \_\_\_\_\_ No. of days \_\_\_\_\_