The Queen's Church of England Primary School

Cumberland Road, Kew, Richmond, TW9 3HJ www.queens.richmond.sch.uk

Telephone: 020 8940 3580 email: info@queens.richmond.sch.uk

Headteacher: Miss K. Bentham

REQUEST FOR LEAVE OF ABSENCE

Name of child	Class
Date and duration of period requested	From to
Durations of eave in school days	
Reason for absence:	
I can/cannot authorise this absence	

Please make a request for absence as far in advance as possible. Absences can only be authorised by the Headteacher or the deputy.

- **By law, once your child is registered at school, you are responsible for making sure she or he attends regularly. Of course there are times when your child has to miss school because he or she is ill. In these circumstances, please notify the school by telephone or email on the first morning of absence and then every 2 days or at the start of a new week/term.**

. Children may have to attend medical appointments or dental appointments however these should be made out of school hours where possible.

If you think that you might need to take your child out of school, submit this form as soon as possible. Reasons such as family bereavement or taking part in a religious event would be acceptable absences. Unacceptable reasons for missing school would include shopping, birthdays, holidays, family visits etc.