ST CLARE’S CATHOLIC PRIMARY SCHOOL

**PUPIL ABSENCE RETURN FORM**

**(sickness/medical appointment/other absence)**

NAME

CLASS

1ST Day Absent:

Date returned to school:

Missing from morning registration (9am)

Missing from afternoon registration (1:15pm)

Total School Sessions Missing:

REASON FOR ABSENCE:

Signed Parent/Guardian

***For Office Use Only***

*Headteacher Authorisation:*

*Absence Code Entered *

**Information for Parents**

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 the process this pro-forma should be completed every time your child is absent. These details will be kept on record until your child leaves the school.

**If your child is absent from school please take the following actions:**

1. Notify the school the reason for your Child’s absence by either telephone or note. (by 9am on the day of absence)
2. On your child’s return please complete this pro-forma and return it to the school office promptly.
3. Failure to complete this form will leave us no alternative but to indicate an unauthorised absence in the register against your child’s name, which will remain on their personal record.
4. Extra forms are available from the school office.
5. Holiday leave can only be granted for special or exceptional circumstances only and must be authorised by the Headteacher prior to the child going away. Please complete a Holiday Request Form, which is available from the school office, before booking and well in advance of the proposed leave.

**Examples of authorised absences**

* **Genuine illness of a pupil**
* **Hospital or Doctor appointment**
* **Death of a close relative**
* **Religious observance**
* **Approved leave with a completed form**

**Examples of unauthorised absences**

* **Birthday**
* **Tired/overslept due to late night/party**
* **Holiday that was not authorised beforehand**
* **Illness of parent/carer**
* **No clean/dry uniform**

Mrs A Charnley

Headteacher