



Wortham Primary School

Bury Rd, Wortham IP22 1PX

(01379) 898 484

Executive Head Teacher – Mrs. Claire Flatman

Head of School – Mrs Hayley Clarke

admin@worthamprimary.org.uk

ABSENCE REQUEST FORM

To be completed by Parent / Guardian

To: Head Teacher Wortham Primary School

I understand that your decision will be taken after considering

- 1. The impact the absence will have on his/her education.
- 2. The child's previous attendance record.

I, being the Parent / Guardian of the child detailed below, and request that you consider allowing my child to be absent from school:

Name of child..... Date of birth Class

Requested period of absence: From To

Reason for absence

.....

Signature of Parent / Guardian

To be completed by Head Teacher

Child's Name Class

Leave of absence has / has not been granted for your child as requested.

Signed

Head Teachers comments