

# The King's Church of England Primary School

Cumberland Road, Kew, Richmond, TW9 3HJ

Telephone: 020 8940 3580

Headteacher: Ms Karen Verge

www.kings.richmond.sch.uk

email: info@kings.richmond.sch.uk



## REQUEST FOR LEAVE OF ABSENCE

|                                       |         |
|---------------------------------------|---------|
| Name of child                         | Class   |
| Date and duration of period requested | From to |
| Duration of absence 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.

*Encouraging every child to reach their full potential, nurtured and supported in a Christian community that lives and learns by the values of Love, Compassion and Respect*

