

**Sherwood Primary School
ABSENCE RETURN FORM**

NAME _____

CLASS _____

TEACHER _____

1st Day Absent: _____

Date Returned to school: _____

Total School Days Absent: _____

REASON FOR ABSENCE:

Signed _____ **Parent/Guardian**

Extra Forms Required (Please Tick)

For Office Use Only

Headteacher Authorisation _____

Absence Code Entered

Information for Parents

Reasons for Absence

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 this 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 action:

- 1. Notify the school that your child will be absent and why, by either telephone or note.**
- 2. On your child's return please complete this pro-forma.**
- 3. Failure to complete this form will leave us with no alternative but to indicate an unauthorised absence in the register against your child's name, which will go on their personal record.**
- 4. Extra forms are available from the school office and in the main Entrance.**
- 5. Leave of absence in term time will not be authorised by the Headteacher, unless there are exceptional circumstances. Please ask for a pink Leave of Absence form prior to any leave of absence.**

**J C Lumb
Headteacher**

December 2017