



# St. Joseph's Catholic Primary School



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Rosebank, West Street,  
Epsom, Surrey KT18 7RT

## Request Absence for Exceptional Circumstances

Dear Parent,

Parents should think carefully before taking their children out of school for any reason. Children naturally miss some school because of illness but their loss of learning is compounded significantly when parents arrange other reasons for absence. You are encouraged to book medical and dental appointments outside the school day.

Parents are wholly discouraged from booking holidays or short trips during term time and all such absences will be unauthorised. Their absence record remains with the child throughout their school years.

A child's learning will suffer as a result of extended absence. New topics may have been covered during the absence and it may be difficult for your child to recover this lost ground. It is not the school's policy to provide extra homework for absences taken in term time. A child may also experience socialisation problems after an extended absence particularly if they have missed key moments which their friends are talking about, e.g. special days, assemblies, visits etc.

Permission for Absence for Exceptional Circumstances will be permitted where appropriate. An example of such a request would be to attend a funeral, wedding or baptism. All permissions are subject to the approval of the head Teacher. Proof of the event should be attached to the following request form.

Parents should ensure that the Head teacher has been notified in advance of all known absences and should be prepared that some may not be authorised.

Parents are advised to read the school attendance policy in advance of arranging any absence from school.

Please complete the proforma on the reverse and return it to the school office. You will be contacted with the outcome.

Yours sincerely

Theresa Kenefick  
Head Teacher



## Request for Absence for Exceptional Circumstances from School

<b>Name of Child(ren)</b>	
<b>Address</b>	
<b>Class(es)</b>	
<b>Dates for which permission is sought.</b>	
<b>Reason for absence</b>	
<b>Please identify the evidence which you will be attaching to this form for the event (not including funerals)</b>	
<b>Parent's Signature</b>	

<b>Head Teachers Response</b>	
<b>Date</b>	
<b>Head teacher's signature</b>	