



St. Joseph's Catholic Primary School



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Notification of Unauthorised Absence from School

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 advised to read the school's attendance policy which is on the VLE in advance of planning any absence from school.

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.

Authorised Permission for Compassionate Absence will be permitted where appropriate. An example of such a request would be to attend a funeral, wedding or baptism. There is a separate form for such an absence which you may collect from the school office. All permissions are subject to the approval of the Head Teacher. Proof of the event should be attached to the 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.

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

Yours sincerely,

Theresa Kenefick
Head Teacher



Notification of Unauthorised Absence from School

Name of Child(ren)	
Address	
Class(es)	
Dates for which permission is sought.	
Reason for absence	
Reason why you are taking unauthorised absence during term time	
Parent's Signature	

Response from Head teacher

Your child's current absence rate since beginning of this academic year.	
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Head Teachers Response	
Date	
Head teacher's signature	