

# BEWSEY LODGE

## PRIMARY SCHOOL



Lodge Lane | Warrington | WA5 0AG | Telephone: 01925 632 730

Email: [office@bewseylodge.co.uk](mailto:office@bewseylodge.co.uk)

Headteacher: Mrs E. Williams

### **PLANNED PUPIL ABSENCE REQUEST FORM**

Date of request: \_\_\_\_\_

Child's name: \_\_\_\_\_ Child's Teacher: \_\_\_\_\_

First date of absence: \_\_\_\_\_ Last date of absence: \_\_\_\_\_

Total school days absence: \_\_\_\_\_

Current Attendance \_\_\_\_\_% (For school use only)

***Please try to make all appointments out of school hours.***

Reason for absence:	Tick	Code:	Please give details of your request for absence. If a parent/carer's employer determines holiday patterns, <b>please provide written confirmation from employer with a contact name and number.</b>
Religious Observance		R	
Hospital Appointment		M/O	
Doctor's Appointment		M/O	
Dental Appointment		M/O	
Holiday		G	
Other (authorised)		C	
Other (unauthorized)		O	

Parent/Carer signature: \_\_\_\_\_ Contact Number: \_\_\_\_\_

*School policies can be found on our website – [www.bewseylodge.co.uk](http://www.bewseylodge.co.uk)*

**Office use only:** This absence will be marked as authorised/unauthorised Code given: \_

Headteacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

CC: Parent/Carer

CC: Attendance Manager

CC: School File

