

# Rushey Green Primary School Request for Absence Form



Please complete the following information

If you are requesting absence for your child from school for more than 1 day for any reason, apart from a medical reason, you will be expected to meet with the Headteacher or the Deputy Headteacher to discuss.

Please note the school closely monitors all requests for absences which are checked regularly by the Local Education Authority.

Child's name	Surname	Class

First date of absence from school	
Date of return to school	
Number of days absent from school	
Reason for absence:	

Parent/Carer Signature: \_\_\_\_\_

Parent/Carer Name (Print): \_\_\_\_\_

Office use only:

Signed: \_\_\_\_\_ Name of staff member: \_\_\_\_\_

Date: \_\_\_\_\_ Position Held: \_\_\_\_\_

**Reason why request has been denied**

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Please save and return this form via email to: [admin@rusheygreen.lewisham.sch.uk](mailto:admin@rusheygreen.lewisham.sch.uk)