



Worle Community School

Principal (PCSA): Mr. Neville Coles
Head of School: Miss Jacqui Scott
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ADVANCE APPLICATION FOR LEAVE OF ABSENCE

In order to give your son/daughter the best opportunity to learn, good attendance is vital. If your child is absent from school for any period, they will miss important elements of their learning.

Absence on compassionate grounds or unforeseeable grounds (illness, bereavement, emergency medical appointments, travel disruption) should be covered by formal communication with the school, i.e. email, phone or letter.

Unavoidable appointments (medical, dental etc) should be covered by this form and submitted to the school not less than one week before the initial period of absence. The Head of School would normally expect students to make medical/dental/optician appointments out of school time.

All forms must go to the Attendance Officer in the first instance, please provide a mobile phone no. where possible so that we can respond quickly to this request.

I request permission from the Head of School for my child to be granted Leave of Absence:

Name: Tutor:

Proposed Date of Absence:

Reason for Absence:

No. of previous requests of this nature this academic year:

Signature of Parent/Carer: Date:

Please print name:

FOR SCHOOL USE ONLY

Attendance Record: Excellent (above 97%), Good (95%-97%), Poor (less than 95%)

Is planned absence at a critical time for student: YES/NO

Agreed/Not Agreed Date:

Absence recorded on SIMS? YES/NO