



Coleridge Primary School

Crouch End Hill
London N8 8DG
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Headteacher: Leon Choueke

REQUEST FOR PUPIL LEAVE OF ABSENCE

Requests for absence **will only be authorised in exceptional circumstances**. It is vital that children attend school as much as possible in order to maximise on learning opportunities within the school day. Our aim is to achieve an “Outstanding” level of attendance—97%. We can do this with your support.

This form should also be used for medical appointments or religious observance that is likely to involve absence of more than half a day.

You will be notified by email **within 10 days** if your request has been approved by the Head Teacher.

PLEASE COMPLETE THE INFORMATION BELOW — PRINTING CLEARLY

NAME OF CHILD(REN) CLASS(S)

DATES OF REQUESTED ABSENCE TOTAL NUMBER OF DAYS

REASON FOR ABSENCE—VENUE/PURPOSE/TIME

EMAIL ADDRESS—PLEASE PRINT CLEARLY AS THIS WILL BE USED TO NOTIFY YOU OF OUR DECISION

PARENT/CARER'S NAME

The information contained on this form will be placed on records in the school computer and held in keeping with the terms of the Data Protection Act of 1984

For Office Use Only

AUTHORISED / UNAUTHORISED

EMAIL SENT

DATE

RECORDED ON INTEGRIS