



FOCUS
SCHOOL

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ABSENCE FORM

Draft 3 –September 2015

Name of child/ren.....

Date/s of absence

Time/s of absence (if part of a day).....

Please may I request absence from school for the above/the above was absent from school at the dates/times stated above due to the following reason:

(please delete as appropriate):

Reason for absence

Signed (Parent/Guardian)

Print

Date

For school use:

Approved Date
(Senior Teacher)

The legal regulations which follow apply to both independent and state schools and are subject to the closest scrutiny during inspections (both announced and unannounced.)

NOTES

1. Legally the school must be provided with an absence form for every absence. If a child is ill, returns to school but is clearly still unwell and returns home, we will need a second absence form for the second period of absence, even if it is the same illness.
2. Again to meet legal requirements we need a reason for absence: 'Toby will not be in school on Monday' is not adequate. However, we do not need to know detail - 'Toby has a medical appointment on Monday' is acceptable.
3. For absence due to illness we ask for a telephone call before 9.00am on the first morning. A word-of-mouth message by a sibling or other party is not adequate. We do not need any further message (although this is welcome) until the child returns to school, bringing an absence form with them.
4. If we are not made aware of planned absences before the date of absence the absence is legally regarded as truancy.
5. The following wording may help with completing this form: medical/dental appointment, illness, religious meetings, attendance at a wedding/burial, family holiday.
6. The registers close at 9.15am. Any pupil arriving after this time is marked as absent and an absence form will need to be completed.
7. Study leave for Year 11 and above, agreed by the school, does not need an absence form.

PLEASE PHOTOCOPY THIS FORM FOR FUTURE USE OR REQUEST AN ELECTRONIC VERSION