

Prior Park Primary School

Dean Drive, Berwick upon Tweed, Northumberland TD15 2DB

Headteacher: Mrs D Currans ☎ Tel 01289 306667

Email admin@pppschool.uk

Website www.tweedmouthpriorpark.northumberland.sch.uk



ABSENT FROM SCHOOL FORM

Name Class

Date absent from school

Date returned to school

Total number of days absent

Reason for absence

.....
.....
.....

Signed
(Parent / Guardian)

Information for Parents

Reason for Absence

When your child is absent, we are required by law to log the reason for the absence. If your child is absent for a period of time, including half days, we must have notification, with an explanation in writing when your child returns. If your child is absent, please take the following action:-

1. Telephone before 10.00am to notify the school that your child will be absent and why.
2. On your child's return complete this form.
3. Failure to complete this form will mean that an "Unauthorised Absence" will be recorded against your child name in the register.
4. Extra forms are available at the main entrance to the school.
5. Leave or absence for reasons other than illness must be authorised by the "Headteacher" in advance. Please use the

"REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME" FORM

To prevent the spread of infection following sickness and/or diarrhoea please do not send your child to school for a FURTHER 48 HOURS, if they have been unwell.