



# Warren Park Primary School

Sandleford Road, Havant, Hampshire PO9 4LR  
Telephone (023) 9247 5502  
Fax (023) 9249 8399

Headteacher: Mrs Elizabeth Cooper  
School Business Manager: Mrs Anna Evans



Dear Parent/Carers

## Leave of absence

This letter is to explain the process for requesting time off for your child(ren) due to family holidays, special events etc., please note the following information.

The school legally needs to be aware of where your child is during normal school hours if they are not in school.

A Leave of Absence form **MUST** be completed in advance if your child is going to be absent from school for **ANY** reason other than illness or **their own** medical/dental appointments.

Absence requests for holidays will not normally be authorised but your child's attendance information is recorded differently. Unauthorised absences where we do not know where your child is will create a cause for concern and **WILL** be followed up. Similarly, advising illness as the reason for absence when on holiday etc. may cause their attendance to be monitored due to frequent/excessive illness. Absences due to holidays will *not normally* be included in any criteria when attendance levels are being reviewed.

To clarify:

- Absent due to illness – school needs to be notified on the first day of absence and again on the third day if still poorly – *Absence recorded as Illness.*
- Absent due to medical/dental appointments – advise school ASAP **and** provide copy of appointment card/letter – *Absence recorded as medical.*
- Absent due to holiday or **ANY** other planned event – Leave of Absence form required in **advance** - *Absence recorded as unauthorised holiday or un/authorised event.*
- Some other absences or where the school has not been advised of the reason – *Absence recorded as unauthorised.*

If you have any queries or concerns, please do not hesitate to contact me.

*Jane Taylor*

Home School Link Worker



[www.warrenpark.hants.sch.uk](http://www.warrenpark.hants.sch.uk)



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