

# CHARVIL PRIMARY SCHOOL

Park Lane, Charvil, Reading, RG10 9TR  
Telephone 0118 932 0033  
[charvil@piggottschool.org](mailto:charvil@piggottschool.org)



A Church of England Academy  
Part of the Agape Multi Academy Trust

# THE PIGGOTT SCHOOL

Twyford Road, Wargrave, Reading, RG10 8DS  
Telephone 0118 940 2357  
[www.piggottschool.org](http://www.piggottschool.org)

## PUPIL ABSENCE REQUEST

We request that pupils are not absent from school during the term time except in **extenuating circumstances**. Any absence taken but not authorised will be recorded as unauthorised absence.

If you feel that there are extenuating circumstances for an absence, please complete this form and return to the School Office. Parents and carers are reminded that Penalty Notices will be considered where pupils are either absent from School without authorisation or when absence is linked to a holiday request that has been turned down.

Pupil's name \_\_\_\_\_

Year Group \_\_\_\_\_

First day of absence \_\_\_\_\_

Date of return to school \_\_\_\_\_

Number of school days to be missed \_\_\_\_\_

Reason for absence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Name of Parent/Guardian (please print) \_\_\_\_\_



Head Teacher Mrs C Waite

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