

Newton Hill Community School
Leeds Road, Newton Hill, Wakefield
WF1 2HR
Tel: 01924 303680
Headteacher: Mrs Caroline Wheatley



PUPIL ABSENCE FORM

Child's Name: _____

Class: _____

Date of Absence:

Reason & all locations visiting for absence:

Dated: _____

Requested by: (name print) _____ (signature) _____

Please return your completed form to the school office. Thank you.

.....
For internal use only:

Date form received: _____

Date passed to Learning Mentor:

Approved: YES / NO Date: _____

Agreed by: _____

Parent/Carer letter sent: YES / NO Date: _____

Notes: (Including reasons for rejection)

