

# CHEPSTOW COMPREHENSIVE SCHOOL

## Request for the Authorisation of Unavoidable Absence

PUPIL: \_\_\_\_\_ FORM: \_\_\_\_\_

DATE(S) OF ABSENCE: \_\_\_\_\_

Reason for absence:

Illness

Appointment (Medical)

Appointment (Dentist)

Appointment (Optician)

Other

(Please specify, e.g. Family Bereavement, Religious Observance, etc)

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SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

A pupil returning to school after an absence should hand in this slip at the School Office. Requests for the authorisation of an unavoidable absence can also be made by telephoning the Attendance Officer (01291 635788 + 24HR answer-phone) or by e-mail (ttyler@chepstow.monmouthshire.sch.uk)

**We have not been able to contact you regarding this outstanding absence.  
If your number has recently changed please confirm your new contact number (s)  
Contact Number \_\_\_\_\_ Contact Name \_\_\_\_\_  
It is a legal requirement that we hold an up to date contact number.**

**THANK YOU FOR YOUR CO-OPERATION**