

Middle Woodford, Salisbury
01722 782361

Woodford Valley C.E Primary Academy



www.woodfordvalley.wilts.sch.uk

REASON FOR ABSENCE FORM

My child (name)CLASS.....
was absent on (date/s).....
due to.....
.....
.....

SIGNED: (Parent /guardian) DATE.....

Please return to the office or you can email details to
office@woodfordvalley.wilts.sch.uk

**NB: UNTIL THE OFFICE RECEIVES THIS FORM YOUR CHILD'S
ABSENCE WILL REMAIN IN THE REGISTER AS UNAUTHORISED**
(Where a child's total of unauthorised absences amounts to **10 or more sessions (5 whole days)**
continuous or aggregated within a 6 month period during the current academic year we are expected to
notify the Education Welfare Service and a penalty notice will be issued.)