



Horton CE VA Primary School
 Chipping Sodbury, South Gloucestershire, BS37 6QP
 01454 318 834
 enquiries@hortonprimary.org.uk

Notification of Occupational Absence

Name of child/children	
Parent/Carer	
Relationship to child	
Name of person for regular contact	Name:
Contact details	Phone:
	Email:

Dates of Travel	First day of absence:	Last day of absence:
	Expected date of return to school:	Total number of school days absent:

Destination			
Postcode			
Internet available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	unsure <input type="checkbox"/>
Will the child be attending another school? (Name of school)			
Signed by Parent / Carer		Date:	

FOR OFFICE USE ONLY

Name of <u>teaching</u> staff notified		Date:	
SIMS updated	<i>Date:</i>	Acknowledgement sent to parent	<i>Date:</i>

Work Packs (please date & sign)	<i>Supplied:</i>	<i>Returned:</i>
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