



Bligh Primary School
Bligh Way, Strood, Rochester, Kent ME2 2XJ
Headteacher: Mrs E Poad BSc(Hon)
Tel: 01634 336220
email: office@blighfed.medway.sch.uk
Website: www.blighprimaryschool.co.uk

Thursday 1st February 2018

Dear Parents/Carers,

Absence Request Form

Please find attached a copy of the new absence request form that must be completed and handed into the school office for any request for leave of absence for your child/ren.

With immediate effect, at least 2 weeks' notice must be given in advance of your proposed absence and handed into the school office with any supporting documents. We do understand that with emergency medical appointments that this may not always be possible. We will consider every request for absence in relation to your child's attendance and educational attainment, therefore absence requests may involve an interview with the Headteacher or school representative.

Please see the absent request form for further information about absences.

If you have any queries, please email absences@blighfed.medway.sch.uk or telephone 01634 336220

Yours sincerely

A handwritten signature in black ink that reads 'E. Poad'.

Mrs E Poad
Head Teacher

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