



# St Edmund's and St Joseph's Catholic Primary Schools



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*"We learn together in God's love by  
encouraging and supporting one another."*

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office/absences/absencesbeforeandafterschoolholidaysandauthorisation.doc

24<sup>th</sup> May 2024

Dear Parents

## **RE: Absence in the lead up to or immediately after a school holiday**

The authorisation of absence is made by the school and there are limited circumstances in which absence can be authorised. When you notify the school of your child's absence it is not automatically authorised. In circumstances where your child is unwell or has an appointment in the days prior to or following a school holiday, we **must** receive medical evidence or an appointment card in order for the absence to be authorised.

Absences are monitored by the Local Authority on a regular basis and further action may be taken if there is a pattern of absence e.g. absence in the lead up to or after a school holiday with no medical (or other) evidence received.

If you wish to discuss this further, please do not hesitate to contact the school office.

Yours sincerely

*Maria Kemble*

M Kemble  
Executive Head

