



# SONNING CHURCH OF ENGLAND PRIMARY SCHOOL

Ligugé Way, Sonning, Berkshire RG4 6XF

www.sonning.wokingham.sch.uk

spsadmin@sonning.wokingham.sch.uk



Headteacher

Mr P Sherwood

Exceptional reason for absence (continued)

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## For school office to complete

Date received		Date decision letter sent	
Previous academic year's attendance %			
Current overall attendance %			
Authorised absence %		Unauthorised absence %	
Has unauthorised absence already been taken this academic year?			YES / NO

## For designated official to complete

Date assessed		Exceptional reason accepted?	YES / NO
Signature			
Reason for decision			



Building strong foundations for the years ahead (Matthew 7:24-25)

