



CENTRAL PRIMARY SCHOOL

**REQUEST FOR AUTHORISED ABSENCE FROM SCHOOL
DUE TO EXCEPTIONAL CIRCUMSTANCES**

You are reminded that we strongly discourage families from withdrawing their children from school or taking their holidays during term time as it is disruptive to the children’s education.

I would like to apply for an authorized absence from school for the children named below:

Children’s Names	Class
1.
2.
3.

Dates of absence from to

The exceptional circumstances that require my child/children to be absent from school are
.....
.....
.....
.....
.....
.....
.....

Signed(Parent/Guardian) Date

Please return the form to school as soon as possible.

OFFICE USE ONLY

Request No. 2015-16

Permission for authorized absence is granted.

Signed Mr J Mynott – Headteacher

Permission for an authorized absence has NOT been granted because:

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.....
.....
.....

Signed Mr J Mynott - Headteacher