

PORTREATH SCHOOL



Request for a leave of absence due to exceptional circumstances

Please note that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Child's name: Class:

First day of absence from school:

Last day of absence from school:

Returning to school on:

Total number of days absence:

Reason for request during term time.....
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.....
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Signed..... Date.....

FOR OFFICE USE ONLY

Percentage Attendance:

Request - approved / not approved Date.....

Headteachers comments.....
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Headteacher's signature:..... Date:.....

