



St. Mary's Priory Catholic Infant & Junior Schools

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Absence Request Form

The Headteacher has the legal authority to grant leave of absence during the school term, only in EXCEPTIONAL circumstances. Therefore, if for any reason you wish to withdraw your child from school during term time, please make your request in writing, using the form below. If you do not do this the absence will be deemed unauthorised. When considering any request for absence your child's overall attendance will be taken into consideration.

This absence form must be completed and returned to school for all absences of whatever duration. You will receive written/text confirmation if and when the absence has been approved.

Yours sincerely

Mrs. F. Collins

Headteacher

Name of Child: Class:

Name of Child: Class:

Name of Child: Class:

Will be absent on the following dates:

From: to: inclusive

Reason for Request	
.....	
.....	
.....	
.....	
Signature:.....	Date:

WHERE GREAT LIVES BEGIN'

