

LITTLE BOWDEN PRIMARY SCHOOL

CHILD'S ABSENCE APPLICATION FORM (Inc Exceptional Circumstances)

NAME OF CHILD/CHILDREN: CLASS	
..... CLASS	
DATE OF ABSENCE: FROM: TO:	
NUMBER OF DAYS IN TOTAL	
PLEASE NOTE: <ul style="list-style-type: none">• Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.• Any leave taken without authorisation with the school will be marked as "unauthorised absence" and the matter will be referred to the Local Authority for Penalty Notice to be issued.	
Reason why this absence is required and could not take place outside of term time hours; 	
SIGNED:	DATE:

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### Reply from Head Teacher;

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| NAME OF CHILD/CHILDREN:<br><br>..... CLASS .....                                                                                                                           |       |
| ..... CLASS .....                                                                                                                                                          |       |
| DATE OF ABSENCE:<br><br>FROM: ..... TO: .....                                                                                                                              |       |
| NUMBER OF DAYS IN TOTAL .....                                                                                                                                              |       |
| I am able to give permission for you to take your child/children out of school; <input type="checkbox"/>                                                                   |       |
| I am unable to give permission for you to take your child/children out of school; <input type="checkbox"/><br>If taken the matter will be referred to the Local authority. |       |
| SIGNED:                                                                                                                                                                    | DATE: |