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Headteacher: Mr P. R. Sprakes

Traditional Values

Contemporary Aspirations

Creative **Curiosity**

PARENTAL APPLICATION FOR LEAVE OF ABSENCE

Dear Mr Sprakes	5								
I would like to to following period	-	amed belo	ow, out of school for	the purp	oose of a far	mily holida	y, which w	vill take plac	e during the
First Date:	/	/	_ Last Date:	/	/				
	Total numb	er of scho	ol days absent:						
Reason for takin	g a family holida	ay during t	the school term:						
I am aware that prosecution.	this request wi	ill be gran	ted only at the discr	etion of t	the Headtea	cher and t	hat poor a	ttendance n	nay result in
Pupil Name:				Tutor (Group:				
Address:									
Signed:			(parent)	Date:					
Parent Name: _					(please print	t clearly)			
		Pi	lease return this form	n to the i	Attendance	team			
Please do not wr	rite below this lii	ne							
For office use on	nly:								
Date Application	n Received				Noted by A	ALO:			
Total Days On Th	his Application:		Total Days To	aken This	School Year	:			
Total days Autho	orised:	Total	l Davs Unauthorised:		Letter	sent:			

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