

**REDBOURN PRIMARY SCHOOL**Long Cutt, Redbourn, Herts. AL3 7EX

**Headteacher: Miss E Fenn**  
Tel: 01582 792341

[www.redbournprimary.co.uk](http://www.redbournprimary.co.uk)  
e-mail: admin@redbournprimary.co.uk

Absence Request Due To Exceptional Circumstances

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I would like to apply for an authorised absence from school for the children named below: | | | | | | Office Use Only -  Current Attendance Percentage |
| Child’s Name |  | Year |  | Class |  |  |
| Child’s Name |  | Year |  | Class |  |  |
| Child’s Name |  | Year |  | Class |  |  |

Will be absent from school on:

|  |  |
| --- | --- |
| Date From | Date To (inclusive) |
|  |  |

Or, if less than a whole day:

|  |  |  |
| --- | --- | --- |
| Date | Time From | Time To |
|  |  |  |

Please note: If your child is absent from school you must cancel their lunch via The Pantry before 9am.

The exceptional circumstances that require my children to be absent from school are:

|  |
| --- |
|  |

**Miss Fenn has discretion to authorise leave of absence only if there are exceptional and unavoidable circumstances that warrant it.**

|  |  |
| --- | --- |
| Parent’s name (please print) |  |
| Parent’s signature |  |
| Date |  |

**Please return this form to School Office ASAP. (Ideally two weeks before absence request date)**

SCHOOL OFFICE USE ONLY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Authorised:** | Yes | 🞏 | No | 🞏 |

Signed ……………………………………………………………………Miss Emma Fenn – Headteacher