

REDBOURN PRIMARY SCHOOL

Long Cutt, Redbourn, Herts. AL3 7EX Headteacher: Miss E Fenn Tel: 01582 792341 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
 Class

 Child's Name
 Year
 Class
 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 Sch	nool Offic	ce ASAP. (Ideally two we	eks befo	re absen	ce reques	st date)
SCHOOL OFFICE USE ONLY Authorised:	Yes		No				

SignedMiss Emma Fenn – Headteacher