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## LEAVE OF ABSENCE REQUEST

### RESPONSE FORM

Please note leave of absence can only be granted in exceptional circumstances. It is against the law to remove your child from school for holidays or trips abroad, and permission will not be authorised unless it is exceptional circumstances. Please see the school attendance policy for further information.

Pupils Name:.....

Class:.....

Leave of absence from:.....

To:.....

Reason for request:

Thank you for your request for leave of absence, unfortunately this has been refused because:-

OR:

This absence request has been accepted

Signed:.....

Bradley Taylor

Executive Headteacher