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|---|---|
| Name of School | |
| Name/s of Child/ren | Year Group/s |
| Do you have any other children in other schools? If yes please write name of child/ren and school. | |
| State reason for absence | |
| First day of absence | Total number of school days missed |
| Return date to school | |
| Signature (parent/carer) | Date |
| Signature (parent/carer) | Date |

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| For School Office Use Only | |
| Acknowledgement of reply for Leave Of Absence | |
| Headteacher's Decision: | |
| Authorised Absence | Unauthorised Absence |
| Reason for Authorised or Unauthorised Absence | |
| Signed (Headteacher) | Date |
| Copied to Parents (Date) | Register Code |
| LA informed of absence/fixed penalty requested | Yes/No |