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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) **Date**  |
| **Signature** (Parent) **Date**  |

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| **For School Office Use Only**  |
| **Acknowledgement of reply for Leave Of Absence**  |
| **Principal’s Decision**  |
|  Authorised Absence Unauthorised Absence  |
| **Reason for Authorised or Unauthorised Absence**     |
| **Signed (Principal)**  |  | **Date**  |   |
| **Copied to Parents**  |  | **Register Code**  |   |

**Taking your child out of school during term time may result in occurring a fixed penalty notice in accordance with the Local Authority policy.**