

**Great Budworth**

The Federation of Antrobus St Marks and Great Budworth CE (A) Primary School

Great Budworth Head of School: Mrs R. Corradine

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Telephone: 01606 663690

**Non-Medical Leave of Absence Request Form**

|  |  |  |
| --- | --- | --- |
| Name of Child/Children | | Year Groups/Class |
| Do you have any other children in other schools? If yes, please give details: | | |
| State reason for absence | | |
| First day of absence |  | Total no. of school days missed. |
| Return date to school |  |  |
| Signature (parent) |  | Date: |
| Signature (parent) |  | Date: |

|  |  |
| --- | --- |
| For School Use Only | |
| Acknowledgement of reply for leave of absence | |
| Headteacher’s Decision | |
| Authorised Absence | Unauthorised Absence |
| Reasons for decision |  |
| Signed (Headteacher) | Date |
| Copied to Parents | Register Code |

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