

St. Columba's Catholic Primary School

Station Road, Wallsend, Tyne and Wear. NE28 8EN

Telephone: 0191 262 3098

www.stcolumbasprimary.co.uk

Email Address: scpschool@stcolumbasprimary.co.uk

Headteacher: Mrs. C. Garbutt



Pupil Absence Request

Please note: The school will not authorise leave in term time unless an application has been made in advance and the Headteacher considers that there are **exceptional circumstances** in relation to the application.

I request permission for:
(please state name of child /
children and list year group)

to be authorised as being absent from school from _____ (date of first day of absence)

to _____ (date of last day of absence)

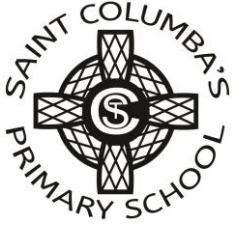
They will return to school on _____

The reason why the absence needs to be taken in term time is for the following:

(continue on separate sheet if necessary):

Declaration: I am aware that any absence which has not been agreed in advance by the Headteacher will be marked as an unauthorised absence.

Parent/Carer's signature	
Parent/Carer's name	
Date	



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School Office to complete:

Date form received	Comments from School Office (if applicable)

Headteacher to complete:

Authorised Absence	Yes No	
Comments (reasons will be stated if absence is not authorised)		
Signed		Date