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To: Mr Sam Betts  
Headteacher

## LEAVE OF ABSENCE REQUEST FORM

I wish to ask for permission to take my child(ren) name/s

out of school from

to

Please provide an explanation for your request below:

Signed (Parent/Carer)

OFFICE USE ONLY:

Authorised

Unauthorised

Signed by Headteacher:

MIS System Updated

Parent/Carer Informed of Decision



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Headteacher  
Mr Sam Betts

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