

## Furness Vale Primary School

### APPLICATION BY PARENT/S FOR A CHILD'S LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES

To the Headteacher

Name of Child	
Year Group	
Name of both parents	
Address	

I / We wish to apply for our child to be absent from school for EXCEPTIONAL CIRCUMSTANCES.

Dates:	
From:	To:
Total number of days requested	

Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances:
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Signed (both parents if applicable)

Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THIS FORM SHOULD BE SUBMITTED TO THE HEADTEACHER AT LEAST 2 WEEKS BEFORE THE DATE OF  
REQUESTED LEAVE.