

Raglan Infant School



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Headteacher P.M.Speare MA

Deputy Headteacher: H.Davis GRSM NPQH

There are occasions when a family may need to keep their child away from school for reasons other than illness or a medical appointment. The school may authorise such absences in special circumstances.

REQUEST FOR ABSENCE FORM

Name of Child	Class
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First day of absence	Last day of absence
Return to school on	Number of school days absent

Reason for absence	Date
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Signature of Parent / Carer	Date
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Authorised by Headteacher	Date
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Unauthorised by Headteacher	Date
Reason	

Signature of Chair of Governors:	Date
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Please note that a family holiday is not necessarily a special circumstance and the school is unlikely to authorise such an absence if the child's attendance is less than 95%.

Please help us and your child by ensuring their attendance remains above 95%, allowing them to achieve their potential.