



REQUEST FOR LEAVE

(a separate application must be completed for each student)

Dear Ms Ducksbury

I/We request the following leave from attendance at school for

STUDENT NAME

CLASS

LEAVE FROM

to

**NUMBER OF SCHOOL
DAYS**

REASON FOR LEAVE

PARENT/CARER NAME(S)

**CONTACT TELEPHONE
NUMBER(S)**

SIGNATURE(S)

.....

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DATE:

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