



OAKWOOD PRIMARY SCHOOL

AUTHORISED ABSENCE FROM SCHOOL

You are reminded that we strongly discourage families from withdrawing their children from school for any purpose during term time as it is disruptive to their child's education.

I would like to apply for an authorised absence from school for the child/ren named below.

SURNAME _____

CHILD(REN)'S NAME(S)	CLASS
1. _____	_____
2. _____	_____
3. _____	_____

REASON FOR ABSENCE

ABSENCE FROM _____ TO _____

TOTAL NO. OF SCHOOL DAYS _____

SIGNED _____ (parent/guardian)

DATE _____

Please return to school as soon as possible

OFFICE USE ONLY

Permission for an authorised absence is granted.

SIGNED _____ Mrs A Thompson - Headteacher

Permission for an authorised absence has NOT been granted because:

SIGNED _____ Mrs A Thompson - Headteacher