

Newbridge High School

Forest Road, Coalville, Leicestershire, LE67 3SJ

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Head of School:

Deputy Headteacher:

Assistant Headteachers:

Business Manager:

Mrs Katrina Farragher

Mrs Natalie Fox

Miss Laura Drakeley

Mrs Kelly Greene

Mrs Chloe Whitham

Mrs Kirste Thompson

STUDENT ABSENCE REQUEST FORM

Please complete this form and return it to the school office

Child's Name:	Tutor Group:
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First Day of Absence:	Last Day of Absence:
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Reason for Absence:

Holiday <input type="checkbox"/>	Medical <input type="checkbox"/>	Other <input type="checkbox"/>
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The Department for Education guidance now states that schools should not authorise the removal of children from school during term time, except under exceptional circumstances. Please give full details of the reason for requesting absence during term time, and submit any supporting evidence with this application.

Signed: **Date:**
 (Parent / Guardian)

Please send the decision response via: Email Post

For Office Use: Authorised Yes No

Headteacher: Date:

Notes: Coding:

