CHALGROVE PRIMARY SCHOOL

Chalgrove Gardens, Finchley, London, N3 3PL
Tel: 020 8349 1798 Fax: 020 8349 1799
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Headteacher: Mrs Jennifer Gaffney

LEAVE OF ABSENCE REQUEST FOR RELIGIOUS OR EXCEPTIONAL CIRCUMSTANCES

Please use this form to tell us about any absence you wish your child to take, using a separate sheet for each child.

Please note that children may not take time off from school for any reason except sickness, medical treatment and religious observance. Authorised absences for any other reason will only be given under exceptional circumstances. Holidays, sick relatives who can be visited in school holidays and many family occasions are unlikely to be seen as exceptional. It is essential that all relevant information is provided and that parents then respect the decision of the Headteacher.

Child's name:	
Class:	
I should like to request permission for my child to be absent from school for the following period:	
From: (first day of absence)	To: (last day of absence)
My child will return to school on:	
Total number of school days absent:	
Reason for absence:	
Parent's signature:	Date:
AUTHORISED ABSENCE	**UNAUTHORISED ABSENCE**
Current attendance: %	
Headteacher's signature:	Date:
Please send this form to school with your child, or hand it in to the school office for signature by the Headteacher.	

London Borough of Barnet