

Hunloke Park Primary School

Lodge Drive, Wingerworth, Chesterfield, Derbyshire S42 6PT

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Email:

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Headteacher: Jenny Murphy

Deputy Headteacher: Ian Smith

APPLICATION BY PARENT/S FOR A CHILD'S LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES.

To the Headteacher

Name of Child..... Year Group

Name of both parents Mr

Mrs/ Ms/Miss

Address

.....

I / We wish to apply for our child to be absent from school for EXCEPTIONAL CIRCUMSTANCES.

Dates: From..... To.....

Total number of days requested

Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances:

Signed (both parents if applicable)

Date

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**PLEASE REFER TO THE SCHOOL ATTENDANCE POLICY. THIS FORM SHOULD BE SUBMITTED TO THE
HEADTEACHER AT LEAST 2 WEEKS BEFORE THE DATE OF REQUESTED LEAVE.**