



Headteacher:

Mrs J Hewson BA Hons. PGCE, NPQH, MDip

Tel: 01925 712554

Email: office@chapelfordvillageprimary.co.uk

School website: www.chapelfordvillageprimary.co.uk

Notification of a child's/children's planned absence by Parent/Carer

Child's Name and Address		
Teacher:		Class No:
Date(s) of Absence	From:	To:
Time (s) of Absence (if applicable)	From:	To:
I request a leave of Absence for the following reason (please give as much detail as possible):		
Signed:		Date:
Relationship to Child:		
Acknowledgement by Headteacher:		
• Absence: Authorised / Unauthorised		• delete as appropriate
Date:		