**HARROWBARROW SCHOOL**

**APPLICATION BY PARENT/CARER FOR CHILD’S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

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| **SECTION A**  Child’s Name…………………………………………………………………………………… Class…………………………………………………..  Child’s Name…………………………………………………………………………………… Class…………………………………………………..  Proposed first day of absence from school………………………………………………..  Proposed last day of absence from school………………………………………………..  Total number of days absent…………………………………. |

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| **SECTION B**  **Reason for Request for Leave of Absence** |

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| **SECTION C**  I declare the information given on this form is correct.  Signature of Parent/Carer……………………………………………………………………………………….. Date…………………………. |

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| **SECTION D FOR SCHOOL USE ONLY**  **Request approved / not approved**  **Reasons:**  **Headteacher’s Signature……………………………………………………………………….. Date…………………………….** |