



Working Together in Partnership



Bentley CEVC Primary School
Church Road
Bentley
Ipswich
Suffolk
IP9 2BT
01473 310253
admin@bentley.suffolk.sch.uk

Copdock Primary School
School Hill
Copdock
Ipswich
Suffolk
IP8 3HY
01473 730337
admin@copdock.suffolk.sch.uk

I understand the School, Local Authority and DfE policies regarding absence requests, [Attendance Guide](#) and [Penalty Notice](#).

I would like to request a period of absence for:

Name		Class	
Name		Class	
Name		Class	

This request has also been made for the following siblings at another school:

Name		Class	
Name		Class	
Name		Class	

From	To	Total School Days	
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Please give a **detailed** reason why this period of absence is exceptional and cannot be taken during school holidays, attaching relevant paperwork if required.

Signed:.....(Parent/Carer) Date:.....

Number of sessions authorised	Reason for Authorisation	Signature of Headteacher
Number of sessions not authorised	Reason for Refusal	Signature of Headteacher

For school use:

Schools agreement obtained? Yes/No/Not applicable





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Date

Code to be used

