



St. Vincent's RC Primary School

Monkchester Road, Walker, Newcastle upon Tyne, NE6 2TX
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Head Teacher Ms. Angela Ness

PUPIL ABSENCE REQUEST FORM

Pupil's Name Year Group

Home Address

I wish to apply for my child to be absent from school during the following dates:

Date of **last day** at School Date of **return** to School

Total number of school days missed

Reasons for absence from school:

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.....
.....
.....

I am applying for my child, named above, to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for Irregular School Attendance.

Name of Parent/Carer making application

Signed

Date

PLEASE RETURN THE COMPLETED APPLICATION FORM AT LEAST 3 WEEKS' BEFORE THE INTENDED ABSENCE. THANK YOU.