

BROOKSIDE Primary School

Copse Close, Oadby, Leicestershire LE2 4FU

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Headteacher: Miss G Brown



ABSENCE REQUEST FORM

Please note that any unauthorised leave taken could result in a Penalty being issued by Leicester County Council

Name of Child:	Class:
Date absence required	Returning to school
From:	On:
Total number of school days:	
Reason for Absence:	
Parent/Guardian Signature:	Date:
.....
Office use only: Attendance to date:	Approved/Not approved
Register/Spreadsheet updated	Teacher advised
Signed:	Signed:

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ABSENCE REQUEST REPLY

Please note that any unauthorised leave taken could result in a Penalty being issued by Leicester County Council

Name of Child:	Class:
Dates of Absence:	
Approved/Not Approved by:	Date:
.....	
G Brown	
Headteacher	