

REQUEST FOR LEAVE OF ABSENCE



Little Leigh Primary School

Shutley Lane, Little Leigh, Cheshire, CW8 4RN



Name of school:		CUDDINGTON PRIMARY SCHOOL
Name/s of child/children:		Year group/s:
Do you have any children in other schools? If yes, please write name of child/children and their school:		
State reason for absence:		
First day of absence:	Total number of school days that will be missed:	
Return date to school:		
Signature (parent/carer):	Date:	
Signature (parent/carer):	Date:	

For School Use Only	
Current Attendance	%
Current Attainment	Below / On Track / Exceeding
Headteacher's decision:	
Authorised Absence	Unauthorised Absence
Reason for authorising or not authorising absence:	
Signed (Headteacher):	Date:
Copied to parents (Date):	Register Code:
LA informed of absence/fixd penalty requested: Yes / No	