

## Hollinhey Primary School & Nursery

## "Together We Succeed"



## **ABSENT REQUEST FORM**

To be completed by Parent/Carer:	
I am writing to request leave for my ch	ild / children
Class	
First date of absence	
Date of return to school	
Total Number of Days absent from Sc	hool (1 day = 2 sessions)
Reason	
Signed  To be completed by school:	(Parent/Carer)
Attendance	
No. of <b>sessions</b> requested	Leave Authorised
No. of <b>sessions</b> previously requested	Leave Un-authorised
Total for this academic year	
Signed	Headteacher Chair of Governors

Acting Headteacher Mrs C. Massey

Email: head@hollinhey.cheshire.sch.uk

Main Office Mrs Mandy McPike

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