



St Catherine's Catholic Primary School
Vale Drive, Barnet, Herts EN52ED

Tel: 020 8440 4946
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Headteacher: Miss M. Kelly

ST CATHERINE'S EXCEPTIONAL LEAVE OF ABSENCE REQUEST FORM

Child's Name Class

Name of Parent/Carer making request

Dates requested

How many school days? Return to school date

Reason for requested absence

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Parent/Carer Signature Date

Please return the completed form to the school office as soon as possible **prior to the requested absence**

OFFICE USE ONLY

Child's Name Class

Frequency of request 1st 2nd 3rd

How many school days requested

Current attendance

Child's attainment

Leave of absence authorised YES NO

Headteacher's signature

Date reply sent to Parent/Carer