Bentley CEVC Primary School

Church Road

Bentley

Ipswich

Suffolk

IP9 2BT

01473 310253 admin@bentley.suffolk.sch.uk

Copdock Primary School

School Hill

Copdock

Ipswich

Suffolk

IP8 3HY

01473 730337

admin@copdock.suffolk.sch.uk

Dear Parents of

I understand the School, Local Authority and DfE policies regarding absence requests, [Attendance Guide](https://www.bentleycopdock.co.uk/serve_file/21088298) and [Penalty Notice](https://www.bentleycopdock.co.uk/serve_file/28289759).

I would like to request a period of absence for:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Class |  |
| Name |  | Class |  |
| Name |  | Class |  |

This request has also been made for the following siblings at another school:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Class |  |
| Name |  | Class |  |
| Name |  | Class |  |

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Total School Days |  |

|  |
| --- |
| Please give a **detailed** reason why this period of absence is exceptional and cannot be taken during school holidays, attaching relevant paperwork if required. |

Signed:…………………………………………………(Parent/Carer) Date:……………………………………

|  |  |  |
| --- | --- | --- |
| Number of sessions authorised | Reason for Authorisation | Signature of Headteacher |
| Number of sessions not authorised | Reason for Refusal | Signature of Headteacher |

For school use:

Schools agreement obtained? Yes/No/Not applicable

Date …………………………………… Code to be used ……………………………….