

**St Bernadette Catholic Primary School**  
**REQUEST FOR AUTHORISED ABSENCE FROM SCHOOL DUE TO**  
**EXCEPTIONAL CIRCUMSTANCES**

**You are reminded that we strongly discourage families from withdrawing their children from school or taking their holidays during time as it is disruptive to the children's education.**

I would like to apply for an authorised absence from school for the children named below:

Child(ren)'s Name(s)	Class
1. ....	.....
2.....	.....
3.....	.....

Dates of Absence from..... to.....

Total number of school days.....

The exceptional circumstances that require my child(ren) to be absent from school are

.....  
.....  
.....  
.....  
.....

Signed.....(Parent/Guardian).....Date

Please return form to school as soon as possible.

OFFICE USE ONLY

Request No..... 2016/17

Total number of absences to date: \_\_\_\_\_

Permission for an authorised absence is granted.

Signed.....Mrs S. Lavelle-Murphy – Headteacher

Permission for an authorised absence has NOT been granted because:

.....  
.....  
.....

Signed.....Mrs S Lavelle-Murphy - Headteacher