**Great and Little Shelford C E (A) Primary School,**
Church Street, Great Shelford, Cambridge, CB22 5EL

***'From Knowledge Wisdom Flows'***

Headteacher: Mr. Chris Grey PGCE, MEd

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# Request for Absence for a Pupil

*Great and Little Shelford CE (A) Primary School expect every pupil to attend the school each day that school is available. If a pupil is absent, this should be only for exceptional circumstances, which are usually authorised. The school has the right to determine what they may consider exceptional circumstances to be authorised. Please note evidence may be requested to authorise the absence.*

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|---|---|---|---|
| Name of Pupil: | | Year: | |
| Dates requested for absence: | | | |
| Details as to why this absence is being taken: | | | |
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| Will you be applying to another school for a sibling to make the same request for absence? | | | |
| ☐ **No** | | ☐ **Yes (please specify the school below)** | |
| Name of School: | | | |
| Name of person with parental responsibility completing this form: | | | |
| Signature: | | Date: | |
| **Office use only:** | | | |
| ☐ **Authorised** | | ☐ **Unauthorised** | |
| ☐ **Evidence required** | | ☐ **Written reply sent** | |

Be happy! Be busy! Be safe! Be healthy! Be organised! Reflect! Celebrate! Be an enthusiastic learner!