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West Tanfield RIPON
North Yorkshire HG4 5JN
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St Nicholas C of E
Primary School



Kirkby Malzeard C of E
Primary School

Church Street
Kirkby Malzeard
Ripon
North Yorkshire HG4 3RT
Tel/Fax: 01765 658329
admin@kirkbvmalzeard.n-yorks.sch.uk

Head teacher Sarah Taylor
BA Hons QTS NPQH

APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

Name of pupil(s):

Class:

Address:

Telephone No:

I request permission form my child / children to be absent from school

From _____ To _____ Total school days _____

Exceptional circumstances for request:

(this section must be answered in full and against stated criteria)

Signature of parent/carer _____ Date _____

For school use only

Seen by Headteacher (signature) _____ Date _____

Decision reached _____

Date reply returned _____