

Great Ponton Church of England School

Headteacher: Mr Keith Leader



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Great Ponton
Grantham
Lincolnshire
NG33 5DT

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Web address: www.greatpontonprimary.co.uk

Date:

Dear Mr Leader

REQUEST FOR LEAVE OF ABSENCE – ACADEMIC YEAR 2018-19

I wish to apply for Leave of Absence for my child, from
..... to for day(s) authorised absence.

The reasons for this request during school term time are:

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

(please note the school can only consider exceptional circumstances for requests of more than 5 days off during the school year – please see the attendance protocol guidance for more information)

Signed: Parent/Carer Date: