



Duncombe  
School

An Independent Preparatory  
School and Nursery

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**Application for leave of absence for a pupil from school during term time.**

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Duncombe School Application for leave of absence for a pupil from school during term time.

Name of child(ren) ..... Class: .....  
..... Class: .....  
..... Class: .....  
..... Class: .....

I should like to make an application for leave of absence from school for my child(ren) for the purpose of

.....  
.....

from: ..... to: ..... (inclusive)

I understand that the school discourages children from taking any time off during term.

Email: .....

Signed: ..... (Parent/Guardian)

Date: .....

An email will be sent to you informing you whether or not this absence has been authorised.

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This application is/is not approved:

Signed: ..... Date: .....

HEADMASTER Comments:

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.....  
The School Office will email the parent/guardian confirming the absence The School Office will email the Form Teacher informing them of the absence. The form will be kept on file in the School Office.