



ST ALBANS GIRLS' SCHOOL BUSINESS & ENTERPRISE COLLEGE



Business &
Enterprise

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 term time as it is disruptive to the girls' education.

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

Girls' Name (s)	Tutor Group
1.
2.
3.

Dates of absence fromto

Total number of school days

The exceptional circumstances that require my daughter(s) to be absent from school are:-

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

Signed:(Parent/Carer) Date:

Please return form to Mrs C Murrell, Head Teacher, as soon as possible

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OFFICE USE ONLY

STUDENT'S NAME:

Permission for an authorised absence is granted.

Signed:Mrs C Murrell, Head Teacher Date:

Permission for an authorised absence has NOT been granted because

.....
.....

Signed:Mrs C Murrell, Head Teacher Date:

