



New Machar School

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Absence Application Form

<i>Child's Name</i>	<i>Class</i>
<i>Address</i>	<i>Tel. No</i>

I wish to apply for an absence from the above school for:

One Day (Date)

One Week from to

Two weeks from to

The reason for this absence request is

.....

.....

Signed **Date**

SENIOR MANAGEMENT APPROVAL

The dates of absence are from

This absence will be authorised/unauthorised

Signed Date