



Believe, Succeed & Grow Together

Frinton on Sea Primary School
Fifth Avenue, Frinton on Sea
Essex. CO13 9LQ

Tel: 01255 674007 Fax: 01255 851686

e-mail: admin@frintononsea.essex.sch.uk

Website – www.frintonprimaryschool.org.uk

Mrs Tracey Caffull : Executive Head Teacher

Dear Head Teacher

REQUEST FOR ABSENCE

I write to request permission to take my child _____ class _____
out of school for the following reason:

- B To receive part-time / temporary education at an off-site unit
- I Interview at another school
- M Medical /Dental /Clinic
- C Other circumstances (please specify)

(Tick where necessary)

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.....

The date iscollecting atthe appointment time is.....

Signed.....(parent/guardian) Date.....

REQUEST FOR ABSENCE

Permission is given for to be

absent from school for Date

I am unable to authorise this absence for the following reasons.....

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Mrs T Caffull
Executive Head Teacher