



# ST GERMANS PRIMARY SCHOOL

Headteacher: Mrs I Bennett

Email address: [Secretary@st-germans.cornwall.sch.uk](mailto:Secretary@st-germans.cornwall.sch.uk)

Email address: [Head@st-germans.cornwall.sch.uk](mailto:Head@st-germans.cornwall.sch.uk)

Website: [www.st-germans.cornwall.sch.uk](http://www.st-germans.cornwall.sch.uk)

Tel: 01503 230378

Lower Fairfield

St. Germans

Cornwall

PL12 5NJ

Tel: 01503 230378

## St Germans Primary School

### Request for absence due to exceptional circumstances during term time

(Guidance can be found on the School Website.)

#### Section A

Child's name:..... Class:.....

First day of absence from school:.....

Last day of absence from school: .....

Total number of half day sessions absent:.....

My child is / is not aware of this request:.....

#### Section B

Please give a detailed account of the exceptional circumstances requiring leave of absence:

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

The information I have given on this form is correct.

Signature of parent of carer: ..... Date:.....

*For office use only:*

Leave request authorised/unauthorised.....

Signed..... (Ingrid Bennett – Headteacher)

